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Employee Orientation Checklist

Free Employee Orientation Checklist with AI customization. Industry-specific guidance for employee orientation checklist. Build your checklist now.

Orientation Planning

- ☐ Schedule orientation date
- ☐ Send calendar invitations
- ☐ Reserve meeting rooms
- ☐ Order refreshments/lunch
- ☐ Prepare materials and packets
- ☐ Coordinate presenters
- ☐ Test technology/equipment
- ☐ Create name tags
- ☐ Prepare sign-in sheet
- ☐ Set up registration table
- ☐ Arrange parking
- ☐ Send reminder emails

Welcome Session

- ☐ Greet new employees warmly
- ☐ Provide agenda overview
- ☐ Conduct introductions
- ☐ Ice breaker activity
- ☐ Explain orientation goals
- ☐ Review schedule
- ☐ Distribute materials
- ☐ Take group photo
- ☐ Share wifi information
- ☐ Explain logistics
- ☐ Address questions
- ☐ Set expectations

Company Overview

- ☐ Present company history
- ☐ Explain mission and vision
- ☐ Share core values
- ☐ Discuss culture
- ☐ Review organizational structure
- ☐ Introduce leadership team
- ☐ Explain products/services
- ☐ Discuss market position

- ☐ Share success stories
- ☐ Explain growth plans
- ☐ Show company video
- ☐ Q&A session

HR Essentials

- ☐ Complete I-9 forms
- ☐ Process tax documents
- ☐ Explain pay procedures
- ☐ Review benefits package
- ☐ Discuss time off policies
- ☐ Explain attendance expectations
- ☐ Review performance process
- ☐ Discuss career development
- ☐ Explain promotion process
- ☐ Share HR resources
- ☐ Provide contact information
- ☐ Answer HR questions

Workplace Policies

- ☐ Distribute employee handbook
- ☐ Review key policies
- ☐ Explain code of conduct
- ☐ Discuss ethics guidelines
- ☐ Review safety procedures
- ☐ Explain security protocols
- ☐ Discuss IT policies
- ☐ Review social media guidelines
- ☐ Explain confidentiality
- ☐ Discuss harassment policy
- ☐ Review disciplinary process
- ☐ Get acknowledgment signatures

Benefits Orientation

- ☐ Medical insurance options
- ☐ Dental and vision plans
- ☐ Life insurance coverage
- ☐ Disability insurance
- ☐ Retirement plans
- ☐ Stock options/equity
- ☐ Flexible spending accounts
- ☐ Wellness programs
- ☐ Employee assistance program
- ☐ Tuition reimbursement
- ☐ Other perks and benefits

- ☐ Enrollment assistance

Facility Information

- ☐ Conduct facility tour
- ☐ Show emergency exits
- ☐ Explain evacuation procedures
- ☐ Locate restrooms
- ☐ Show break areas
- ☐ Tour cafeteria/kitchen
- ☐ Visit fitness center
- ☐ Show parking areas
- ☐ Explain security procedures
- ☐ Locate first aid stations
- ☐ Show supply rooms
- ☐ Visit departments

Technology Orientation

- ☐ Distribute equipment
- ☐ Set up computer access
- ☐ Create email accounts
- ☐ Explain phone system
- ☐ Review software tools
- ☐ Discuss IT support
- ☐ Explain help desk process
- ☐ Review security practices
- ☐ Set up printers
- ☐ Configure mobile devices
- ☐ Share technology resources
- ☐ Schedule training

Department Introduction

- ☐ Meet department team
- ☐ Tour department area
- ☐ Explain department function
- ☐ Review department goals
- ☐ Discuss team structure
- ☐ Explain work processes
- ☐ Review current projects
- ☐ Discuss priorities
- ☐ Set initial assignments
- ☐ Schedule follow-up meetings
- ☐ Provide department resources
- ☐ Assign workspace

Orientation Wrap-Up

- ☐ Review key takeaways
- ☐ Address remaining questions
- ☐ Collect feedback forms
- ☐ Confirm next steps
- ☐ Schedule follow-up
- ☐ Provide contact list
- ☐ Share resource guide
- ☐ Thank participants
- ☐ Celebrate completion
- ☐ Take final photo
- ☐ Send to departments
- ☐ Document attendance

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