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New Employee Orientation Checklist

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

Pre-Orientation Preparation

- ☐ Send orientation schedule in advance
- ☐ Prepare orientation materials
- ☐ Book training rooms
- ☐ Arrange refreshments
- ☐ Coordinate presenter schedules
- ☐ Prepare technology/AV needs
- ☐ Create participant packets
- ☐ Print all materials
- ☐ Prepare name tags
- ☐ Set up registration area
- ☐ Test all equipment
- ☐ Confirm attendance

Day 1: Company Overview

- ☐ Welcome and introductions
- ☐ Company history and milestones
- ☐ Mission, vision, and values
- ☐ Organizational structure
- ☐ Products and services overview
- ☐ Market position and competitors
- ☐ Company achievements
- ☐ Future goals and strategy
- ☐ Culture and work environment
- ☐ Locations and facilities
- ☐ Q&A session
- ☐ Group photo

Administrative Sessions

- ☐ Complete employment paperwork
- ☐ Benefits enrollment presentation
- ☐ Payroll and timesheet training
- ☐ Expense reporting procedures
- ☐ Leave policies explanation
- ☐ Performance management overview
- ☐ Career development opportunities
- ☐ Training and education programs

- ☐ Employee assistance programs
- ☐ Wellness initiatives
- ☐ Recognition programs
- ☐ Administrative Q&A

Workplace Policies

- ☐ Code of conduct review
- ☐ Attendance expectations
- ☐ Dress code guidelines
- ☐ Communication policies
- ☐ Social media guidelines
- ☐ Confidentiality requirements
- ☐ Conflict of interest
- ☐ Ethics and compliance
- ☐ Discrimination and harassment
- ☐ Safety and security
- ☐ Emergency procedures
- ☐ Policy acknowledgments

Technology Training

- ☐ Computer setup assistance
- ☐ Network and password training
- ☐ Email and calendar usage
- ☐ Phone system training
- ☐ Software applications overview
- ☐ Collaboration tools training
- ☐ Security awareness
- ☐ Data protection policies
- ☐ Acceptable use policy
- ☐ Remote access setup
- ☐ Help desk introduction
- ☐ Technology resources

Department Integration

- ☐ Department overview presentation
- ☐ Team introductions
- ☐ Role expectations discussion
- ☐ Department goals and objectives
- ☐ Current projects review
- ☐ Process and procedures
- ☐ Department resources
- ☐ Communication protocols
- ☐ Meeting schedules
- ☐ Department culture
- ☐ Success metrics

- ☐ Integration planning

Facility Tour

- ☐ Workspace location
- ☐ Emergency exits and procedures
- ☐ Restroom locations
- ☐ Break room and kitchen
- ☐ Conference rooms
- ☐ Office supplies location
- ☐ Printing and copying
- ☐ Mail and shipping
- ☐ Parking information
- ☐ Building security
- ☐ Nearby amenities
- ☐ Transportation options

Health & Safety

- ☐ Safety policies review
- ☐ Emergency evacuation procedures
- ☐ First aid locations
- ☐ Incident reporting
- ☐ Ergonomics training
- ☐ Workers' compensation
- ☐ Safety equipment
- ☐ Hazard communication
- ☐ Security protocols
- ☐ Visitor procedures
- ☐ Personal safety
- ☐ Wellness resources

Follow-Up Activities

- ☐ Schedule manager meetings
- ☐ Assign mentors
- ☐ Plan team lunches
- ☐ Set training schedule
- ☐ Provide resource list
- ☐ Share contact directory
- ☐ Schedule check-ins
- ☐ Gather feedback
- ☐ Address questions
- ☐ Confirm understanding
- ☐ Document completion
- ☐ Plan ongoing support

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