

NEW STUDENT EMPLOYEE ORIENTATION CHECKLIST SAMPLE

Employee: _____ Start Date: _____ Supervisor: _____

Once employee is hired, but prior to start date:

- Have employee complete New Hire Paperwork at [AABC](#)
- Once employee is cleared to work, schedule first day
- Create name tag, name plate, and/or business cards (if applicable)
- Obtain any keys, fob, or code needed (if applicable)
- Announce hire of new employee

Orientation:

Date Initial

- ____ ____ Building tour
 - Mail box/mail room
 - Copiers
 - First Aid Kit
 - Fire extinguisher and alarm
 - Restrooms
 - Break room
 - Supervisor's office
- ____ ____ Introductions to team members
- ____ ____ Communicate performance expectations
- ____ ____ Verify employee holds required certifications
- ____ ____ Office etiquette
 - Cell phones
 - Homework
 - Internet and E-mail use
 - Food/Beverages
 - Visitors
- ____ ____ [Policies](#)
- ____ ____ Uniform/dress code
- ____ ____ Name tag, name plate, and/or business cards (if applicable)
- ____ ____ Keys, fob, or code (if applicable)
- ____ ____ [Eligibility](#) criteria
- ____ ____ Work schedule
 - Hours
 - [Sick Time Law](#)
 - [Holidays](#)
 - [Maximum Allowable Hours](#)
 - [Rest Breaks and Meal Periods](#)
 - School breaks

- Requesting time off
- Calling in sick
- [Inclement weather/closures](#)
- _____ Payroll
 - [EmpCenter](#)
 - [EmpCenter guides](#)
 - Timesheets due 15th
 - Payday
 - Where to pick up paycheck
 - Signing up for Direct Deposit
 - Clocking in/out
 - Fixing time clock errors
- _____ Computer
 - Login
 - Install any necessary programs
 - Set up shared network/file access
- _____ Outlook email
 - Set up email
 - Add employee to mailing lists
 - Invitations to meetings
 - Signature
 - Out of office email
 - Email etiquette
 - Scheduling meeting
 - Meeting invites
 - Calendar
 - How to access shared calendars
- _____ Copier
 - Copier codes
 - Add email in scanning feature
- _____ Phone/Telecom
 - Answering the phone
 - Phone etiquette
 - How to put on hold, transfer, and forward calls
 - Long distance code
 - How to check voicemail
 - How to use intercom
 - Provide phone list
 - Unified messaging - phone messages in email
- _____ Workplace Safety
 - [Injury Reporting](#)
 - [Environmental Health and Safety](#)
 - [Emergency Management](#)
- _____ Confidentiality
- _____ Check with employee regarding [ergonomics](#) or other special needs

- ____ ____ Employee discount (if applicable)
- ____ ____ [Performance evaluations](#) and [setting goals](#)
- ____ ____ [Corrective Action](#)

Date Completed: _____

Employee Signature: _____

Supervisor Signature: _____

*Please keep in your employee records