|  |  |
| --- | --- |
| your logo here | [Company Name] |

# New Team Member Checklist

## EMPLOYEE INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name:  |  |  | Start date:  |  |
| Position:  |  |  | Manager:  |  |

## FIRST DAY

|  |
| --- |
| [ ]  Provide employee with New Employee Workbook.[ ]  Assign "buddy" employee(s) to answer general questions. |

## POLICIES

|  |  |  |
| --- | --- | --- |
| [ ]  Review key policies. | * Anti-harassment
* Vacation and sick leave
* FMLA/leaves of absence
* Holidays
* Time and leave reporting
* Overtime
* Performance reviews
* Dress code
 | * Personal conduct standards
* Progressive disciplinary actions
* Security
* Confidentiality
* Safety
* Emergency procedures
* Visitors
* E-mail and Internet use
 |

## ADMINISTRATIVE PROCEDURES

|  |  |  |
| --- | --- | --- |
| [ ]  Review general administrative procedures. | * Office/desk/work station
* Keys
* Mail (incoming and outgoing)
* Shipping (FedEx, DHL, and UPS)
* Business cards
* Purchase requests
 | * Telephones
* Building access cards
* Conference rooms
* Picture ID badges
* Expense reports
* Office supplies
 |

## INTRODUCTIONS AND TOURS

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| --- |
| [ ]  Give introductions to department staff and key personnel during tour. |
| [ ]  Tour of facility, including:  | * Restrooms
* Mail rooms
* Copy centers
* Fax machines
 | * Bulletin board
* Parking
* Printers
* Office supplies
 | * Kitchen
* Coffee/vending machines
* Cafeteria
* Emergency exits and supplies
 |

## POSITION INFORMATION

|  |
| --- |
| [ ]  Introductions to team.[ ]  Review initial job assignments and training plans.[ ]  Review job description and performance expectations and standards.[ ]  Review job schedule and hours.[ ]  Review payroll timing, time cards (if applicable), and policies and procedures. |

## COMPUTERS

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Hardware and software reviews, including:  | * Email
* Intranet
 | * Microsoft Office
* Data on shared drives
 | * Databases
* Internet
 |