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| your logo here | [Company Name] |

# New Team Member Checklist

## EMPLOYEE INFORMATION

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

## FIRST DAY

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

## POLICIES

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| 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

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| 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

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| 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

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