

New Employee Orientation Checklist

This new employee orientation checklist outlines the key topics to be covered by the employer in the orientation meeting.

Overview of Company, Culture, & Values

- Company history & origin story
- Mission & vision statement
- Core values
- Introduction to leadership team
- General company stats (headcount, office location, etc.)

Overview of Office Information

- Workplace rules
- Workplace hours
- Safety & first aid
- Building access
- Important points of contract (Facilities POC, IT POC, HRT POC, etc)

New Hire Paperwork

- I-9 employment eligibility verification form
- Confidentiality agreement
- Employee handbook and/or code of conduct
- Benefits election form
- Equal Employment Opportunity (EEO) self reporting form

Systems Access & Troubleshooting

- Access to work email
- Access to HRM or HRIS
- Access to department specific tools (ie. Salesforce, etc.)
- Access to company calendar
- Building access

Onboarding Resources

- What will the onboarding process look like?
- Overview of new hire training available
- Important meeting and cross-team connections to make
- Upcoming company events to attend

Questions

- Address any questions the new employee may have

Unleashing Human Resourcefulness

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