**Job orientation checklist**

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| **Areas to be covered** | **Description** | **Completed** |
| Company culture | Give an introductory presentation into the company’s mission, culture, and values. \*Maybe add a touch of fun with a story, | Yes | No |
| Company safety rules | Explain safety rules that are specific to your company. |  |  |
| Mandatory paperwork | Do the necessary paperwork-it should be done prior to job orientation. No one wants to spend the first day of work filling up papers. So just scan them and send them by email before the first day. |  |  |
| Benefits package | Offer information about their benefits package |  |  |
| Company policies | Go over the employee handbook: again, an HR specialist should be in charge of this |  |  |
| Dress code | Inform them about the dress code accepted within the company |  |  |
| Food and beverages | Explain that food and beverages are only permitted to be stored in refrigerators clearly labelled "FOOD ONLY". |  |  |
| Health and safety | Go over the safety and health policies - the workplace should always be a safe environment for workers. So bring in the specialized personnel to give them this type of information. A guided tour of the building will also help here |  |  |
| Administrative tasks | Go over the administrative procedures, including computer logins, phone settings, assigning badges. |  |  |
| In case of injury or illness | Review the reporting procedures in the event of an injury and/or accident. |  |  |
| Document | Maintain a record of the orientation. |  |  |

Employee Name:

Date:

Supervisor's Signature: