

# New Employee Orientation Checklist

Name \_\_\_\_\_

Signature (when completed) \_\_\_\_\_

Date \_\_\_\_\_

<input type="checkbox"/>	<b>Complete W-4 and I-9 as required. Verify ID and copy for your records.</b>
<input type="checkbox"/>	<b>Take a photograph of employee for your files.</b>
<input type="checkbox"/>	<b>Give employee a copy of the Policy and Procedures Manual to review.</b>
<input type="checkbox"/>	<b>Work Hours</b> Where posted How reported Time clock operation
<input type="checkbox"/>	<b>Absenteeism and Tardiness</b> Excused and unexcused
<input type="checkbox"/>	<b>Verify starting salary</b>
<input type="checkbox"/>	<b>Discuss payday</b>
<input type="checkbox"/>	<b>Benefits</b>
<input type="checkbox"/>	<b>Holiday and vacations</b>
<input type="checkbox"/>	<b>Health and medical</b>
<input type="checkbox"/>	<b>Family leave, sick leave and jury duty</b>
<input type="checkbox"/>	<b>Attire</b> Uniforms, nametags Footwear T-shirts Hats and caps Colors Skirts Shorts Logos Jewelry

<input type="checkbox"/>	<b>Personal</b> Hair Facial hair Nails Teeth and breath Piercings Tattoos and other skin art
<input type="checkbox"/>	<b>Personal Behavior</b> Smoking and chewing
<input type="checkbox"/>	<b>Expectation of honesty</b> Grazing Theft Consequences
<input type="checkbox"/>	<b>Rules of Conduct</b> Substance abuse Alcohol, drugs, and other substances Drug testing
<input type="checkbox"/>	<b>Gambling</b> Lottery play All other
<input type="checkbox"/>	<b>Telephone Use</b> Pay phone Store phone Personal cell phones
<input type="checkbox"/>	<b>Sales to Minors</b> Alcohol, tobacco and lottery procedures and regulations
<input type="checkbox"/>	<b>iPods, TVs</b>
<input type="checkbox"/>	<b>Moral Issues</b> Illegal or immoral activities Drug dealing Pornography Stolen merchandise