

# eLEET: Electronic Laboratory Employee Enrichment Toolkit

New employee orientation is an important aspect to welcoming and retaining newly hired employees. The new employee orientation checklist will help the new employee to understand their roles in their job function and achieve objectives for their position. Use of the orientation checklist is flexible depends on the special needs of each organization. A good time to put in use of the orientation checklist is mainly the first week after the new employee reports to work. The supervisor or mentor should go through the listed tasks with the new employee and decide the time to conduct these tasks. Some tasks, such as the building tour, badge, phone, email and internet use, should be addressed on the first day. Some tasks, such as policy, mandatory training can be achieved when the time is allowed. Some organization may start the process even before the employee’s starting date. For example, the employer can discuss some issues with the new employee such as working hours, holidays and dress code during the interview or before the starting date.

**Orientation Checklist**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Information** | | | | | | | | | | |
| Name: | | | | | Mentor: | | | | | |
| Position: | | | | | Manager: | | | | | |
| **First Day** | | | | | | | | | | |
| Provide employee with New Employee Packet.  Assign Mentor. | | | | | | | | | | |
| **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** | | | | | | | | | | |
| 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** | | | | | | | | | | |
| 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: | | | | * E-mail * Intranet | | * Microsoft Office System * Data on shared drives | | | | * Databases * Internet |