

# New Employee Checklist

## Orientation Checklist



*The use of the “New Employee Orientation Checklist” ensures that all essential subject matter is covered with the new employee and all information needed for understanding the terms and conditions of employment is discussed and presented.*

### Introduction to Company

- Welcome
- Company History
- Organizational Structure
- Company Mission

### Physical Facilities

- Bulletin Boards
- Telephones
- Smoking
- Equipment
- Parking
- Restrooms/Lunch
- Rooms
- First Aid Facilities

### Benefits

- Statutory Holidays
- Salary Changes
- Vacation Entitlement
- Employee Benefits
- Compassionate Leave

### Safety & Security

- Safety / Security
- Issues
- Fire Prevention
- Report Safety
- Hazards

### Work Rules / Employee Conduct

- Attitude and Team Co-operation
- Customer Service
- Employee Concerns
- Personal Matters
- Alcohol & Substance Abuse
- Violence in the Workplace
- Harassment
- Employment Standards
- Progressive Discipline
- Termination
- Corporate Governance

### Evaluation & Career

- Probationary Period
- Performance Review
- Orientation
- Training Programs
- Education Assistance

### Attendance /Hours of Work Payment of Wages Development

- Statutory Holidays
- Salary Changes
- Vacation Entitlement
- Employee Benefits
- Compassionate Leave

### Acknowledgement

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Human Resources Department \_\_\_\_\_

Date \_\_\_\_\_