

SAMPLE COMPANY ORIENTATION CHECKLIST

Document	Responsible Party	Date Received by Human Resources
Pre-Employment		
Reference check		
Offer letter signed		
Employee Policies and Procedures Manual provided		
Desk assigned and supplies ordered		
Business cards ordered		
First Day		
Acknowledgement of Manual form		
New Employee Information form		
Restrictive Covenants signed		
Permission for Deduction form returned		
TD1 & TD1ON Forms		
Void cheque received		
Health and dental enrollment Date eligible		
Long-term disability enrollment Date eligible		
Profit Sharing plan enrollment Date eligible		
Security pass/keys		
Phone list/e-mail list provided		
Voicemail guidebook provided		
Safety tour provided by H&S rep		
Fire safety/evacuation plans provided		
"People tour" provided		
First Week		
Voicemail/e-mail standards discussed		
Network training provided		
Business cards delivered		
Pass card issued		
Job Description created, reviewed, signed, and on file		
30/60/90 day achievements established		
Performance plan established		
90 Days		
Probationary review completed		