

# New Hire: Orientation Checklist #2

Name \_\_\_\_\_

Department \_\_\_\_\_

Hire Date: \_\_\_\_\_

## Introduction to the Company

- Organization and its function
- Corporate Culture
- Company Mission
- Corporate Literature/Video

## New Employee Paperwork

- W-4 and State Tax Forms
- I-9
- Health, Life & Disability Insurance Enrollment Forms
- Copy of Employee handbook

## Benefits and Compensation

- Health, Life, Disability Insurance
- Retirement Benefits
- Educational Assistance
- Credit union
- Stock purchase plan
- Employee Assistance Program
- Child Care
- Pay Procedures
- Salary Increase/Performance Review Process
- Incentive/Bonus Programs
- Paid and Unpaid Leave

**Training Scheduled and/or completed**

- Computer System
- Log on
- E-mail
- Software
- Telephone System
- Voice Mail
- Long-Distance Calls

**Other Training Items**

- Introduce the new hire to the organization
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Date Completed: \_\_\_\_\_

By: \_\_\_\_\_

To be filed in employee's personnel file upon completion.