New Team Member Checklist

EMPLOYEE INFORMATION

Name: _____   Start date: _____

Position: _____   Manager: _____

FIRST DAY

- ☐ Provide employee with New Employee Workbook.
- ☐ Assign "buddy" employee(s) to answer general questions.

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

- ☐ Introductions to team.
- ☐ 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:

- Email
- Intranet
- Microsoft Office
- Data on shared drives
- Databases
- Internet