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| --- | --- |
| your logo here | [Company Name] |

# New Team Member Checklist

## EMPLOYEE INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Start date: |  |
| Position: |  |  | Manager: |  |

## OFFER

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| --- |
| Provide written offer letter.  Provide Criminal Background Check Consent Form. Received (date):  Run Criminal Background Check. Results received:       Acceptable results?  YN  Drug test ordered (Date:      ). Results received:       Acceptable results?  YN |

## FIRST DAY

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| Provide Employee Handbook (Acknowledgement signed).  Assign "buddy" employee(s) to answer general questions. |

## POLICIES

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| 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  Substance abuse  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, UPS, etc.) | Business cards  Purchase requests  Telephones  Building access cards | Conference rooms  Picture ID badges  Expense reports  Office supplies |

## INTRODUCTIONS AND TOURS

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| 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

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| --- | --- |
| 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

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| Hardware and software reviews, including: | Email  Intranet | Microsoft Office  Data on shared drives | Databases  Internet |