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

# New Team Member Checklist

## EMPLOYEE INFORMATION

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

## OFFER

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

## FIRST DAY

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

## POLICIES

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Review key policies. | Anti-harassmentVacation and sick leaveFMLA/leaves of absenceHolidaysTime and leave reporting | OvertimePerformance reviewsDress code Personal conduct standardsProgressive disciplinary actionsSecurity | ConfidentialitySafetySubstance abuseEmergency proceduresVisitorsE-mail and Internet use |

## ADMINISTRATIVE PROCEDURES

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Review general administrative procedures. | Office/desk/work stationKeysMail (incoming and outgoing)Shipping (FedEx, UPS, etc.) | Business cardsPurchase requests TelephonesBuilding access cards | Conference roomsPicture ID badgesExpense reportsOffice supplies |

## INTRODUCTIONS AND TOURS

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| --- |
| [ ]  Give introductions to department staff and key personnel during tour. |
| [ ]  Tour of facility, including:  | RestroomsMail roomsCopy centersFax machines | Bulletin boardParkingPrintersOffice supplies | KitchenCoffee/vending machinesCafeteriaEmergency 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:  | EmailIntranet | Microsoft OfficeData on shared drives | DatabasesInternet |