



**NEW EMPLOYEE ORIENTATION CHECKLIST**

Complete (X)

- 4. Compensation Practices/Benefits Review (continued)
  - ✓ Bonus Program \_\_\_\_\_
  - ◆ Additional Employee Benefits \_\_\_\_\_
  - ✓ \_\_\_\_\_
  - ✓ \_\_\_\_\_
  - ◆ Benefits eligibility requirements \_\_\_\_\_
  - ◆ COBRA continuation \_\_\_\_\_
  - ◆ Reminder for employee to notify in case of dependent, address, name change, etc. \_\_\_\_\_
  
- 5. Safety Requirements
  - ◆ Reporting of accidents \_\_\_\_\_
  - ◆ Location/use of fire extinguisher \_\_\_\_\_
  - ◆ Location of first-aid facility \_\_\_\_\_
  - ◆ Safety eyeglass requirement \_\_\_\_\_
  - ◆ Hazardous communication training and MSDS location \_\_\_\_\_
  - ◆ Other: \_\_\_\_\_
  
- 6. Viewing of applicable operations and safety videos \_\_\_\_\_
  
- 7. Review of Quality Program and Philosophy \_\_\_\_\_
  
- 8. Describe and review applicable brochure or handout materials – safety, Employee Assistance Program, etc. \_\_\_\_\_
  
- 5. Facility Tour
  - ◆ Key office areas (payroll, human resources, etc.) \_\_\_\_\_
  - ◆ Plant tour \_\_\_\_\_
  - ◆ Bulletin board locations \_\_\_\_\_
  - ◆ Location of fax, copy machine, and mail areas (if applicable) \_\_\_\_\_
  - ◆ Company parking area \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Representative

\_\_\_\_\_  
Date