

SAMPLE PROGRAM CONTENT CHECKLIST

ORGANIZATIONAL INFORMATION TO GATHER AND PRESENT

Company Overview

Gathered by/Date

Company history	___/___
Mission statement/philosophy	___/___
Product lines / industry	___/___
Customers / competitors	___/___
Organizational chart	___/___
Work flow	___/___

New Employee Information

Gathered by/Date

Employment-at-will policy	___/___
Equal employment opportunity policy	___/___
Probationary / review period	___/___
State, federal and payroll forms	___/___
Time records	___/___
Working hours / lunch periods / breaks periods / flextime	___/___
Union affiliation	___/___
Confidentiality / non-compete rules	___/___

Compensation

Gathered by/Date

Pay periods	___/___
Incentive plans	___/___
Performance evaluations	___/___
Pay increases / timing	___/___
Overtime pay	___/___
Shift differentials	___/___
Direct deposit	___/___
Pay deductions	___/___
Per diems	___/___
Travel and expense accounts	___/___

Work Rules**Gathered by/Date**

Disciplinary procedures	___/___
Grievance procedures	___/___
Attendance / punctuality	___/___
Sexual harassment	___/___
Confidential information	___/___
E-mail policy / internet policy	___/___
Employee records	___/___
Garnishment	___/___
Gifts and gratuities	___/___
Personal appearance and dress codes	___/___
Privacy policy	___/___
Private phone calls (making / receiving)	___/___
Smoking policy	___/___
Substance abuse	___/___
Use of company equipment	___/___
Visitor rules	___/___
Access to premises / security / ID badges	___/___

Benefits**Gathered by/Date**

Group medical insurance	___/___
Group life insurance	___/___
Dental / vision care plans	___/___
Short-term disability	___/___
Long-term disability	___/___
Business travel accident plan	___/___
Pension / retirement plans	___/___
Profit sharing / stock option plan	___/___
Savings plan	___/___
Vacation policy	___/___
Holidays	___/___
Sick leave / personal days / family leave	___/___
Bereavement leave / pay	___/___
Jury duty leave / pay	___/___
Military service leave / pay	___/___
Election time off	___/___
Employee loans	___/___
Employment referral bonuses	___/___
Relocation assistance / moving expenses	___/___
Tuition reimbursement / scholarships	___/___
Severance pay	___/___
Child care	___/___
Credit union	___/___

Employee assistance programs	___/___
Employee discounts	___/___
Food services	___/___
Group accident and sickness insurance	___/___
Recreation program	___/___

Safety

Gathered by/Date

Safety rules / procedures	___/___
Workers' compensation coverage / policy	___/___
Reporting accidents	___/___
Rules concerning accidents	___/___
Physical examinations	___/___
Alcohol testing	___/___
Drug testing	___/___
Emergency procedures	___/___
Safety equipment	___/___

Internal Communication

Gathered by/Date

Annual reports	___/___
Bulletin board	___/___
Company newsletters	___/___
Meetings and conferences / room scheduling	___/___

DEPARTMENTAL INFORMATION TO GATHER AND PRESENT

Gathered by/Date

Goals	___/___
Relationships of jobs within the department	___/___
Relationship of functions to other departments	___/___
Organizational chart / chain of command	___/___
Work flow	___/___
Supplies location / requisitioning	___/___
Work hours / lunch period / break schedule	___/___
File locations	___/___

JOB SPECIFIC INFORMATION TO GATHER AND PRESENT

Gathered by/Date

Job description	___/___
Performance standards	___/___
Key external and internal contacts	___/___
Territories	___/___
Incentive programs	___/___
Procedurals manuals	___/___
Overtime needs / requirements	___/___
Required records and reports	___/___
Access to technical support	___/___
Computer systems / security	___/___
On-the-job training methods	___/___
Vehicle policies / reimbursement	___/___