

## SAMPLE PRE-EMPLOYMENT ORIENTATION CHECKLIST

This sample is designed to show a typical format for an orientation checklist. All checklists should be customized to your company's specification and needs.

New Employee:		
Department:		
Position:		
Start Date:		
<b>Action Items to be Completed</b>		
<b>Action</b>	<b>Completed by</b>	<b>Date Completed</b>
Updated Job Description		
Updated Organizational Chart		
Work Station	Ordered/Stocked Supplies	
	Setup Computer and Peripheral Equipment	
	Ordered Nameplate	
Written Communication Introducing New Employee		
Determined Orientation Schedule		
Assigned Buddy Employee		
Developed Introductory Work Assignment		
Contacted New Employee Regarding Start Date and Time		
Arranged Lunch	Day 1	
	Day 2	
	Day 3	
	Day 4	
	Day 5	
Gathered Documents/Materials for Orientation Kit		