

Employee Orientation and Training Checklist

- **Employee Records.** Collect information such as name, starting date, department where employee will be working, employee number, job title, supervisor name and title. Both employee and employer must sign off on these items to verify accuracy.
- **Company Welcome.** Introduce employee to co-workers and supervisors. Explain the roles of each employee and the hierarchy within the organization. Explain how each member of the team is critical to the success of the entire organization.
- **Company History.** Tell the history of the company and some of the company's goals for the future.
- **Job Overview.** Explain the employee's job and how it fits in with the entire organization. Review all material and equipment needed for the job.
- **Safety.** Familiarize the employee with the safety equipment needed for the job. Review store safety policies and how to report an accident.
- **Emergencies.** Explain how to handle emergencies, including fire, medical, power and weather.
- **30-day Review.** Set the time for the 30-day review and assign the supervisor who will conduct that review.
- **Store Policies.** Explain dress codes, appearance, personal items storage, cell phone usage and parking.
- **Work Hours.** Review store hours, hours employee will be working, mealtime, breaks, overtime policies, time off, illness and attendance policies. Also review appropriate use of the time clock.
- **Pay and Benefits.** Discuss the employee's pay along with benefits, including any health care benefits, disability, life insurance, workers' compensation policy and retirement programs, where applicable. Also review personal leave policies and vacation time.
- **Human Resource Policies.** Discuss how to handle complaints, concerns and grievances.