

# Orientation Checklist

## The Organization

- History
- Products or services
- Customers
- Mission and values
- Organizational policies and expectations
- Organizational structure
- Facility layout (map, parking)
- Facility tour
- Names of key people
- Questions?

## General Information for Employees

- Employee records
- Benefits
- Pay schedule
- Pay scales
- Vacations and holidays
- Sick leave and absentee policy
- Training and promotion policy
- Employee development opportunities
- Disciplinary policy
- Questions?

## Job-specific Information

- \_\_\_ Job location
- \_\_\_ Job description
- \_\_\_ Job tasks
- \_\_\_ Salary and wage information
- \_\_\_ Probationary period
- \_\_\_ Benefits
- \_\_\_ Introduction to the work unit
- \_\_\_ Safety requirements
- \_\_\_ Operating procedures
- \_\_\_ Work standards (performance criteria)
- \_\_\_ Tools and equipment
- \_\_\_ Hours of work, scheduled breaks
- \_\_\_ Where to go for help
- \_\_\_ Questions?