

New Employee Orientation Training Checklist

Employee Name:	Job Title:	
Department:	Start Date:	
Manager/Supervisor:	Orientation Date:	

General Orientation

Task	Completed	Notes
Welcome & Introduction		
Company Overview		
Organizational Structure		
Office Tour		

HR & Policies

Task	Completed	Notes
Employee Handbook Review		
Code of Conduct / Ethics		
Benefits Enrollment		
Payroll & Compensation		
Time Off / Leave Policies		

Job-Specific Training

Task	Completed	Notes
Job Responsibilities Overview		
Systems & Tools Introduction		
Safety Procedures		
Performance Expectations		

IT & Security

Task	Completed	Notes
Receive Equipment & Login Credentials		
Computer/Software Setup		
Data Security & Privacy Policy		

Access to Communication Tools (Email, Chat)		
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Additional Notes

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Employee: _____ Date: _____

Supervisor: _____ Date: _____