

# Staff Orientation Training Checklist

**Employee Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Start Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Orientation Topics

Topic	Completed	Trainer Initials	Date
Welcome & Introduction	_____	_____	_____
Policies & Procedures	_____	_____	_____
Health & Safety	_____	_____	_____
Role & Responsibilities	_____	_____	_____
Tour of Facility	_____	_____	_____
Introduction to Team	_____	_____	_____
IT & Systems Access	_____	_____	_____
Other: _____	_____	_____	_____

## Additional Notes

Enter any additional notes here...

**Employee Signature:** \_\_\_\_\_

**Trainer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_