

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: ____ / ____ / _____