

New Employee Checklist

EMPLOYEE INFORMATION			
Name:		Position:	
Start Date:	Location:	Supervisor:	
FIRST DAY			
<input type="checkbox"/> Provide employee with Employee Policies/Guidebook, review and conduct orientation.			
<input type="checkbox"/> Assign “buddy” employee(s) to answer general questions.			
POLICIES			
<input type="checkbox"/> Reviewed Key Policies.	<ul style="list-style-type: none"> • Employment Practices Including Employment at Will • Orientation Period • Attendance and Punctuality • Recording Time Worked • Paid Time Off • Positive Employee Relations • Employee Privacy • Confidentiality • HIPAA • Solicitation • Harassment 	<ul style="list-style-type: none"> • Drug and Alcohol-Free Workplace • Tobacco Free Workplace • Health and Safety including OSHA Compliance and Reporting Injuries • Appropriate Dress and Grooming • Workplace Behavior and Corrective Action • Leaves of Absence • Performance Evaluation • Electronic Communication and Social Networking • Ethics and Integrity in Ministry 	
ADMINISTRATIVE PROCEDURES (those applicable)			
<input type="checkbox"/> Reviewed general administrative procedures.	<ul style="list-style-type: none"> • Office/desk/workstation • Keys • Shipping (FedEx, DHL, and UPS) • Business cards • Purchase requests • Office supplies • Telephones 	<ul style="list-style-type: none"> • Building access cards/#’s • Conference rooms • ID badges • Expense reports • Personal Belongings • Procedures (Lockdown, Fire Drill, Evacuation, etc.) 	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Introduction to parishioners (if applicable)			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Restrooms • Mail rooms 	<ul style="list-style-type: none"> • Bulletin board • Parking 	<ul style="list-style-type: none"> • Coffee/vending machines • Break area
POSITION INFORMATION			
<input type="checkbox"/> Introduction to team.			
<input type="checkbox"/> Review initial job assignments and training plans.			
<input type="checkbox"/> Review job description and performance expectations and standards.			
<input type="checkbox"/> Review job schedule and hours.			
<input type="checkbox"/> Safe Environment Training (if applicable)			

COMPUTERS (if applicable)			
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> • Email • Intranet 	<ul style="list-style-type: none"> • Microsoft Office • Data on shared drives 	<ul style="list-style-type: none"> • Databases • Internet
NEW HIRE PAPERWORK			
<input type="checkbox"/> New hire paperwork completed.	<ul style="list-style-type: none"> • Wage & Status • W-4 (Fed/State) • I-9 • Offer Letter • Application • Resume • Employment References • Confidentiality Agreement • Direct Deposit • Job Description • Health Form (if applicable) • New Employee Checklist 	<ul style="list-style-type: none"> • All Policy Sign-Off • Ethics and Integrity in Ministry • Code of Conduct • Charter for the Protection of Children & Young People • Agency of Human Services Registry Consent (Title 20) • VCIC Fingerprint Authorization • Title 16 Request for Criminal Record Check • FCRA Disclosure and Authorization 	
COMPENSATION & PAYROLL			
<input type="checkbox"/> Review of general procedures.	<ul style="list-style-type: none"> • Hours • Meal and Rest Periods • Pay Schedule 	<ul style="list-style-type: none"> • Timecards (if applicable) • Overtime (if applicable) • Payroll Deductions 	
BENEFITS (those applicable)			
<input type="checkbox"/> Review of benefits (if applicable)	<ul style="list-style-type: none"> • Health • 403B • Paid Time Off 	<ul style="list-style-type: none"> • Other: _____ • EAP (if applicable) • LTD (if applicable) 	

This is to acknowledge that I have completed the Orientation process and that I understand the policies and procedures described are subject to change. I agree that the Parish/School can make such changes at any time and I agree to observe these changes in all respects. I agree to follow these policies and procedures and I understand that any violation could lead to disciplinary action up to and including termination of my employment.

Employee Signature

Date

Supervisor Signature

Date

This form is to be submitted with new hire paperwork.