

# Orientation Checklist for New Hire

Human Resources  
Orientation Facilitator

Employee Name \_\_\_\_\_

Date \_\_\_ / \_\_\_ / \_\_\_

## I. ■ Pre-Video Orientation

- Interviewed by \_\_\_\_\_
- Interview checklist completed.
- References checked by \_\_\_\_\_ (Reference Release Form **HR-1007** or Verbal)
- Job Description gone over line-by-line, and all questions answered
- Profile of an Ideal Employee* document reviewed and discussed with New Hire
- Employee Handbook read, and *Handbook Receipt* signed (Affirming they read the Employee Handbook)
- Employee Statement signed
- Decision to hire approved by Owner/General Manager
- Employee's File created (HR Department)
- Personal information entered into Management System, i.e. *System100*
- Employee/New Hire Required Documents submitted to Human Resources Department
  - Application form filled out and reviewed by \_\_\_\_\_
  - W-4
  - Driver's License/Valid I.D. copy made
  - Social Security Card copy made
- 75<sup>th</sup> day of employment review *Follow-up* entered in *System100 CRM*

## II. Video Orientation given by Production Administrator

### III. ■ Post Video Orientation given by Hiring Manager or Production Manager

#### ■ Policies signed and all new hire's questions answered/clarified:

- Checklists Usage (**HR-1033**)  Computer-Internet (**HR-1041**)  Overtime (**HR-1034**)  Personal Phone Calls (**HR-1032**)
- Rework Due to Error (**HR-1037**)  Vacation (**HR-1031**)  System Buster Submitting Policy (**HR-1022**)
- System Buster Book Copy given for homework. Informed New Hire that questions on the book's content may be tested
- System Buster Document (CAPA) Shown document and trained how to use in System100
- System Update Document (GM-009) Shown document and trained how to use in System100
- Waste Charts reviewed Shown how information is derived
- Communications Flowchart explained
- Tour of Shop and Introduction to all personnel (**YES, shown location of restrooms**)

## IV. Orientation Test administered by Orientation Facilitator or Production Administrator. All incorrect answers clarified, and correct answers given.

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## V. ■ Orientation by Department Manager or Production Administrator

- Industry Glossary Reviewed
- Daily Routine Checklist* reviewed prompt-by-prompt, and any questions clarified
- Job Ticket Master Control Checklist* reviewed prompt-by-prompt.
  - Quality Control Checklists* reviewed prompt-by-prompt, and any questions clarified
- Materials orientation and handling—go over each item on Materials Order Document
- Work Center Cabinets (materials, tools, spare parts, manuals, etc.) **Shown location**

### ■ Equipment orientation by Production Manager

- Maintenance Checklists reviewed prompt-by-prompt while doing maintenance on equipment, and all questions clarified (hands on with equipment)
- Preventive Maintenance System reviewed (System100)
- Microsoft Outlook—Trained on system (if applicable)
- TimeTraxx system training completed, and how to print out personal Time Sheets

### ■ System100 Training Completed

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Absenteeism       | <input type="checkbox"/> Email         | <input type="checkbox"/> Company Memo               | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> TQM Suggestions   | <input type="checkbox"/> Tasks         | <input type="checkbox"/> Department Documents SOP's | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Request for Leave | <input type="checkbox"/> System Buster | <input type="checkbox"/> Company-wide Documents     | <input type="checkbox"/> Other _____ |

- Special Projects (Explained their origin and relationship to un-chargeable time vs. chargeable time)

**This checklist completed, signed and submitted to Human Resources for employee file.**

Orientation Facilitator \_\_\_\_\_

Production Admin. \_\_\_\_\_

General Manager \_\_\_\_\_

Department Manager \_\_\_\_\_

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