

NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Name: _____

Name of Supervisor: _____

Date of Hire: _____

The following information will be covered during orientation and all paperwork will be included in your personnel record:

	Employment Application completed and placed in the personnel file.
	Resume placed in personnel file.
	References verified and documented.
	Criminal background check
	Substance Testing Consent and Results placed in file.
	Notification of Hiring signed and placed in file.
	Immigration and Naturalization Service form I-9 completed and placed in personnel file.
	Department of Treasury Form W-4 completed and placed in personnel file.
	State of Ohio Department of Taxation Form IT-4 completed and placed in personnel file.
	State of Ohio New Hire Form 7048 (Child Support) completed and placed in personnel file.
	Copies made of Diploma/Transcripts/Credentials and placed in personnel file if applicable.
	Copies of all Licenses if applicable
	Job Title and Description listing duties, responsibilities, minimum qualifications, and academic requirements and positions to be supervised if applicable explained to, copied for employee, and placed in personnel file.
	Supervision requirements explained to employee. Verification placed in personnel file.
	Log-in and User Profile Set Up by MIS Department ___ Int. Email, ___ External Email ___ Lookup, ___ Active Directory, ___ Webpage
	Agency Equipment Issued Keys # ____, ____, ____, ___ Dictaphone # _____ Pager# _____ Other: _____
	Policies and Procedures reviewed with employee, including rules of client rights, grievance procedures, and abuse and neglect and verification signed.
	Records and Client Confidentiality Agreement Verification
	Emergency Contact Form completed and filed.
	New employee given tour of facility, shown work area and job duties and responsibilities explained in detail.
	Supervisor or trainer available during orientation period for questions and additional help if needed.
	Orange HR explained including Timesheets/Schedules and Leave Request
	Computer Orientation
	Mission, Vision, and Core Values Reviewed
	Staff Peer Mentor Assigned

Additional Comments: _____

Signature of Employee

Date

Signature of Supervisor

Date