

# NO JACK



This document serves as a guideline for your use. Some checklist points may not apply to your business, so only use those which are appropriate.

**Employee's Name** \_\_\_\_\_

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

**Date of Hire:** \_\_\_\_\_

## 1. Compensation and Benefits

- |  |   |
|--|---|
| <input type="checkbox"/> Time sheet/card                 | <input type="checkbox"/> Performance Evaluations    |
| <input type="checkbox"/> Payroll Procedures              | <input type="checkbox"/> Promotions                 |
| <input type="checkbox"/> Insurance Program Booklet       | <input type="checkbox"/> Transfers                  |
| <input type="checkbox"/> Pension Plan Booklet            | <input type="checkbox"/> Vacations                  |
| <input type="checkbox"/> Educational Assistance          | <input type="checkbox"/> Holidays                   |
| <input type="checkbox"/> Credit Union                    | <input type="checkbox"/> Absences/Tardiness         |
| <input type="checkbox"/> Stock Purchase Plan             | <input type="checkbox"/> Jury Duty                  |
| <input type="checkbox"/> Savings Bond Plan               | <input type="checkbox"/> Leaves of Absence          |
| <input type="checkbox"/> Sick Benefits—Limitations, etc. | <input type="checkbox"/> Maternity Leave/FMLA Leave |

## 2. General

- |  |  |
|--|--|
| <input type="checkbox"/> Mission Statement                                   | <input type="checkbox"/> Ethics Statement                  |
| <input type="checkbox"/> Employee Handbook/Labor Agreement/Rules Booklet     | <input type="checkbox"/> I.D. Card                         |
| <input type="checkbox"/> Disciplinary Procedures                             | <input type="checkbox"/> Transportation                    |
| <input type="checkbox"/> Dress Code/Safety Requirements                      | <input type="checkbox"/> Parking Facilities                |
| <input type="checkbox"/> Complaints, Discrimination and Grievance Procedures | <input type="checkbox"/> Written Safety Booklet            |
| <input type="checkbox"/> Proprietary Information Agreement                   | <input type="checkbox"/> First Aid/Reporting Injuries      |
|  | <input type="checkbox"/> Bulletin Board/Company Newsletter |

The following is a checklist of information necessary to orient the new employee to the job as well as the department and company. Please check off each point as you discuss it with the employee.

## 3. Welcome the New Employee

- ☐ Review the job description with the employee, including the duties, responsibilities, and working relationships.
- ☐ Discuss with the employee the unit organization and the department division organization. Explain the total organization and how the employee fits in.
- ☐ Find out the employee's career goals and objectives. Relate them to the goals and objectives of their position and the department.
- ☐ Confirm that the employee has a copy of the Employee Handbook and written safety plan. Set aside at least two hours in the first week for the employee to read the material and to understand it.

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- ☐ Introduce the new employee to their co-workers:
  - ☐ Indicate to each co-worker what the new employee's position will be.
  - ☐ Explain the functions of each person to the new employee as you introduce them.
- ☐ Show the new employee around:
  - ☐ Tour the department, plant or job site.
  - ☐ Explain where the lavatories, coffee and/or break areas and the parking facilities are located.
  - ☐ Explain the various departments within the organization and their interrelationship.
  - ☐ Set a time and date, within one week, to cover any questions or concerns of the new employee and check on progress.

#### 4. Introduce the New Employee to the Job

- ☐ Insure the new employee's work area, equipment, tools and supplies are prepared and available.
- ☐ Have the employee sign for any tools, equipment, vehicles, etc. provided by the company.
- ☐ Explain the levels of supervision within the department.
- ☐ Provide the new employee with the necessary or required training to perform the job safely.
- ☐ Inform the employee of the person to contact if on-the-job-injury occurs.

Explain the use of:

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Telephone    | <input type="checkbox"/> Mail Procedures   |
| <input type="checkbox"/> E-mail       | <input type="checkbox"/> Supply Procedures |
| <input type="checkbox"/> Copy Machine | <input type="checkbox"/> Company Vehicles  |
- ☐ Explain the hours of work, overtime procedures, call-in procedures.
  - ☐ Give the new employee the department telephone number.
  - ☐ Review the location of the department's first aid equipment.
  - ☐ Explain any housekeeping responsibilities.

Signature of HR/Manager/Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_