



NEW EMPLOYEE ORIENTATION CHECKLIST

- ☐ New staff welcome memo
- ☐ Scheduled meet & greet time (memo sent)
- ☐ Staff received agency policies and procedures
- ☐ Supervisor reviewed agency policies and procedures

Supervisor and Staff have reviewed the following policies:

- ☐ Employment at Will – received & signed
- ☐ Organization structure/Chain of command
- ☐ Performance Evaluations
- ☐ Letter of appointment
- ☐ Working conditions: hours of operation, compensation, PTO policy, holidays
- ☐ Unscheduled absences
- ☐ Bereavement pay
- ☐ Parental Leave/maternity transfer
- ☐ Termination procedures
- ☐ Personal standards
- ☐ Staff development
- ☐ Fire safety & emergency evacuation procedures
- ☐ Emergency procedures – first aid kit location
- ☐ Overview of homelessness issues, principles of empowerment, agency mission, program goals, clients rights and responsibilities
- ☐ Telephone policy
- ☐ Representation of agency staff
- ☐ Review of personnel file/employee records

New staff has viewed the following training videos and/or received training on:

- ☐ Sexual harassment
- ☐ OSHA
- ☐ Universal precautions
- ☐ Violence in the workplace
- ☐ Confidentiality
- ☐ Fair housing laws
- ☐ Interviewed all program managers and administrative staff and toured all facilities
- ☐ Staff has reviewed the outcome and measurements related to the position
- ☐ Staff reviewed relevant grant/contract requirements for the position

Signature of New Staff

Date

Supervisor

Date

This form must be submitted no later than 6 weeks following date of hire.