



New Team Member Checklist

EMPLOYEE INFORMATION			
Name:		Start date:	
Position:		Supervisor:	
IMPORTANT DOCUMENTS			
<input type="checkbox"/> Provide employee with access to our Policies and Procedures Manual.			
<input type="checkbox"/> Complete, sign, and file forms: W-2, I-9, Non-Compete, Non-Disclosure, Key Release, Emergency Contact			
POLICIES			
<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> • Anti-harassment • Vacation and sick leave • FMLA/leaves of absence • Holidays • Time and leave reporting • Overtime • Performance reviews • Dress code 	<ul style="list-style-type: none"> • Personal conduct standards • Progressive disciplinary actions • Security • Confidentiality • Safety • Emergency procedures • Visitors • E-mail and Internet use 	
ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures.	<ul style="list-style-type: none"> • Office/desk/work station • Keys • Mail (incoming and outgoing) • Business cards • Purchase requests 	<ul style="list-style-type: none"> • Telephones • Conference rooms • Expense reports • Office supplies • Time Tracking 	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Give introductions to all team members during tour.			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> • Restrooms • Mailbox • Copy/Print/Fax 	<ul style="list-style-type: none"> • Bulletin board • Parking • Office supplies 	<ul style="list-style-type: none"> • Kitchen • Coffee • Emergency exits and supplies
POSITION INFORMATION			
<input type="checkbox"/> Introductions to team.			
<input type="checkbox"/> Review initial assignments and training plans.			
<input type="checkbox"/> Review job description and performance expectations and standards.			
<input type="checkbox"/> Review schedule and hours.			
<input type="checkbox"/> Review payroll timing, time tracking, and policies and procedures.			
<input type="checkbox"/> Review company vision, mission, purpose, and corporate culture.			
COMPUTERS			
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> • E-mail • Internet 	<ul style="list-style-type: none"> • Microsoft Office System • Data on shared drives 	<ul style="list-style-type: none"> • Google Tools • QuickBooks