

NEW EMPLOYEE ORIENTATION CHECKLIST

Each new employee is scheduled for an orientation in order to receive an introduction to EBMC, its history, its operations, its personnel policies and procedures, and a review of employee benefits. During this period, employees are also expected to complete any new-hire paperwork. In addition, each new employee will receive and sign for, an EBMC Personnel Policy Manual (if applicable) and an EBMC Employee Handbook. These Company manuals contain information on the majority of the items that will be covered in the orientation.

GETTING STARTED

☐ Job Description Reviewed
☐ Introductory Period
☐ Hours, Workweek, Weekends
☐ Meal Period, Rest Breaks
☐ Attendance, Punctuality
☐ Personal Appearance
☐ Parking
☐ Telephones

☐ I-9
☐ W-4
☐ Affirmative Action/EEO
☐ Sexual Harassment
☐ Disciplinary Procedures
☐ Termination Policies
☐ Personnel Policy Manual
☐ Employee Handbook

GETTING PAID

☐ Pay Days
☐ Employee Time Form
☐ Overtime/Comp Time
☐ Direct Deposit
☐ Other

GETTING AHEAD

☐ Performance Reviews
☐ Training
☐ Educational Opportunities
☐ IREM (if applicable)
☐ Compensation/Adjustments

TAKING TIME OFF

☐ Vacation Policy
☐ Sick Leave Policy
☐ Holidays
☐ Leaves of Absence
☐ Death in Immediate Family
☐ Jury Duty
☐ Military Leave
☐ Pregnancy/Family Leave (if applicable)

BENEFITS/BEING PROTECTED

☐ Health/Medical
☐ Dental
☐ Life
☐ Short Term Disability
☐ Long Term Disability
☐ Workers Compensation
☐ Other

STAYING SAFE AND HEALTHY

☐ Drug/Alcohol, Substance Abuse
☐ Smoking Policy
☐ Housekeeping
☐ Safety Policies/Safety Program
☐ Accident/Injury Reporting Policies

CHANGING PERSONAL INFORMATION

☐ Name
☐ Address
☐ Marital Status
☐ Beneficiary
☐ Other

Completed []

Comments:

Employee's Signature

Supervisor's Signature

