Departmental Onboarding Checklist

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Adapted From New Employee Orientation Training

WHERE
☐ Where will I find . . .?
  ☐ the restrooms
  ☐ the lunch area
  ☐ my work area
  ☐ the employee lounge
  ☐ supplies
  ☐ equipment
  ☐ reference materials
  ☐ files or records
☐ Where should I park?

HOW
☐ How do I operate the . . .?
  ☐ telephone
  ☐ photocopier
  ☐ fax machine
  ☐ postage meter
☐ How do I fit into this department?
☐ How will I be trained?
☐ How will I be evaluated?
☐ How will I be compensated for overtime?
☐ How do I process the mail?
☐ How do I order supplies?

WHEN
☐ When do I go to lunch and take breaks?
☐ When will I be paid?
☐ When will I be evaluated?
☐ When should I report to work each day?
☐ When can I expect to leave each day?

WHAT
☐ What are the job requirements?
☐ What are my manager’s expectations?
☐ What are the standards of performance?
☐ What are the policies and procedures regarding . . .?
  ☐ the coffee pot
  ☐ lunch room clean up
  ☐ smoking
  ☐ dress
  ☐ sick time
  ☐ vacation
  ☐ parties
  ☐ call-in
  ☐ travel and expense reports
☐ What is the structure of the department?
☐ What advancement or developmental opportunities are available to me?

WHY
☐ Why do we follow that procedure?
☐ Why do I have to do this?

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