

ORIENTATION CHECKLIST

*HELPING
ORGANIZATIONS
MAXIMIZE
SUPERVISION
EXPERIENCES WITH
EMPLOYEES*



ORIENTATION CHECKLIST

Step 1 : Welcome the employee

Step 2 : Introduce the team

Step 3 : Share company values

Step 4 : Review responsibilities

Step 5 : Discuss goals & metrics

Step 6 : Explain benefits & perks

Step 7 : Review safety protocols

Step 8 : Provide training

Step 9 : Review technology

Step 10 : Answer questions