APPENDIX D
New Hire & Orientation Checklist Template

Download this New Hire & Orientation Checklist Template on our website: www.arbusinessnavigator.com

Employee name: _____

Employee Number: _____

Department: _____ Hire date: _____

Personnel, Medical, and I-9 Files

☐ **Create file folders (Personnel, Medical and I-9)**

☐ **Completed Application**

☐ **Authorization for Background Check and Drug Screen (if applicable)**

Pre-Employment Screenings

☐ **Completed Drug Screen and Results Received**

Notifications

☐ **Notify hiring supervisor when ready to schedule start date and New Hire Orientation**

☐ **Contact New Hire to schedule start date and New Hire Orientation**

New Hire Orientation

☐ **Complete Employment Packet (I-9, Tax Withholding Forms, Handbook Acknowledgement, Emergency Contact Form**

☐ **Complete relevant trainings (safety, departmental)**

☐ **Request email set-up, workstation set-up and computer access**

☐ **Assign logins for all accounts (email, phone, internal systems, etc.)**

Verifications and Submissions

☐ **Complete E-Verify – Federal Employment Verification (https://idp.uscis.gov/)**

☐ **Arkansas New Hire submission (https://newhire-reporting.com/ar-newhire/)**

☐ **Submit Employee Information to Payroll**

Issue the following (as applicable)

☐ **Company email address:_____**

☐ **Laptop/Computer**

☐ **Company Cell Phone**

☐ **Office/Building Keys**

☐ **Uniforms (if applicable)**

☐ **Set-up Workstation**

Orientation

◩ Pre-Onboarding

  ◉ Process background check & drug screen (if applicable)

  ◉ Assign Office keys.

  ◉ Set-up Computer and all accounts access

  ◉ Enroll in required online trainings (if applicable)

  ◉ Prepare Workspace

  ◉ Obtain bio & communicate new team member start date to the rest of the team

  ◉ Order "Welcome Kit" & any required items (list them here)

  ◉ Send Onboarding Agenda to New Hire

- Day 1
  - Morning greeting and coffee with the team- Present Welcome Kit
  - Office tour
  - Administrative procedures: New Hire Paperwork (if not completed prior to Start Date), Issue Office Keys
  - Workplace and software setup
  - Team lunch
  - Handbook
  - Intro to Company SOPs & policies
  - Culture Video/ Training
- Day 2
  - Question & Answer time
  - Office communications & scheduling
  - Training on applicable systems use.
  - F/U completion of FIT
- Days 3-5
  - Question & Answer time
  - Systems training continued as needed.
  - Conduct Daily Check-ins

Form completed by:_____ Date: _____

▷ ▷ ▷