

Employee Orientation Checklist



- ☐ Benefits/leave
- ☐ Overtime
- ☐ Work Travel
- ☐ Business cards
- ☐ Expense account
- ☐ Purchase requests
- ☐ Visitors/parking
- ☐ Email/ internet use
- ☐ Restrooms
- ☐ Cubicle space
- ☐ Dress code
- ☐ Anti- harassment
- ☐ Equipment
- ☐ Security
- ☐ Safety