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

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