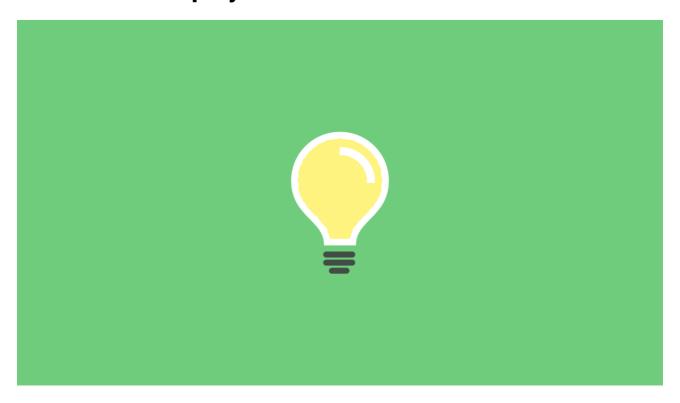
Employee Orientation Checklist



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