(INSERT COMPANY LOGO)

**Orientation Checklist**

*Please Print All Information*

**Name:**  **Today’s Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager:**

**Check box 🗹 when each form is completed:**

|  |  |
| --- | --- |
| Completed & Signed Employment Application |  |
| New Hire Form |  |
| EEO-1 Reporting Form |  |
| Direct Deposit Authorization Form |  |
| Federal W- 4 |  |
| State W- 4 |  |
| I-9 Documents |  |
| Anti-Harassment Acknowledgement/Health Insurance Marketplace Acknowledgement |  |
| Handbook Acknowledgement |  |
| Uniform Deduction Authorization |  |

|  |  |
| --- | --- |
| POS EE# Input |  |
| Complete New Hire Sheet w/pay information |  |
| Give Employee Uniform |  |

1. **Handbook review:** Ensure that each employee reviews the entire handbook. After Signature and date of Handbook Receipt, employees receive a copy of the Handbook to keep.
2. **Store tour including parking.**
3. **Employee Introduction to staff and management.**
4. **Q&A**
5. **Set-up training schedule.**