

# EMPLOYEE ORIENTATION

## Process Chart & Checklist

Form Ref: HR-OR-2024

Employee Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Mentor/Buddy: \_\_\_\_\_

### PHASE 1: PRE-ARRIVAL & DAY 1 FUNDAMENTALS

Workstation setup, hardware provisioning, and software access	IT OPS
Completion of tax forms, payroll setup, and ID verification	HR
Office tour: Facilities, safety exits, and breakrooms	MANAGER

### PHASE 2: CULTURE & MISSION INTEGRATION

Company history, core values, and vision presentation	EXEC
Internal communication protocols (Email, Slack, Teams)	HR
Welcome lunch with immediate team members	TEAM

### PHASE 3: ROLE-SPECIFIC TRAINING

Job description review and Key Performance Indicators (KPIs)	MANAGER
Departmental workflow and tool-specific training	BUDDY
Project management software walkthrough (Jira/Asana)	MANAGER

### PHASE 4: COMPLIANCE & BENEFITS

Health insurance and retirement plan enrollment	BENEFITS
Sexual harassment and cybersecurity awareness training	LEGAL
Employee handbook acknowledgment signature	

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_