

## **ORIENTATION**

Employee Name:

Hire Date:

Position:

Department:

Work location:

Manager:

Date and time of Orientation:

---

### **INTRODUCTORY**

1. History of Organization
2. Meet Chief Executive Officer

### **EMPLOYEE HEALTH AND SAFETY**

1. Tuberculosis Education
2. Bloodborne Pathogen Education
3. MMR Vaccination (if needed)
4. CPR Status
5. Fire Safety
6. Hazard Communication Policy
7. On-the-Job Injury Reporting

### **NEW EMPLOYEE AND BENEFITS ORIENTATION**

1. Employee Handbook Reviewed
2. I-9 Form Filled Out
3. W-4 / W-5
4. Confidentiality Education / Statement
5. Employee Group Health Insurance Review
6. COBRA
7. 403B Plan – Retirement

8. Misc.Compensation – Vacation/Sick Days/Extended Illness

9. Payroll Information – Pay Periods

### **FACILITY TOUR**

1. Introduce new employee to department Managers and employees. During the tour give a brief description of department duties.

2. Send employee to their department Manager for further Orientation.

Employee signature

Date



**NEW EMPLOYEE ORIENTATION CHECKLIST**

Name

Date Hired

**Site Tour**

- Exits
- Fire Extinguishers
- Bathrooms
- Staff room
- Work Space / Equipment
- Medication Storage
- Supply Storage
- Policy / Procedure Manuals
- Paperwork
- Confidentiality Agreement
- Time Sheet
- Scheduled Time Off Request Sheet
- Mileage Request Form
- Check Request
- Phone Codes
- Long Distance Code
- Voice Mail Code
- Miscellaneous
- Key
- TB Test
- Hepatitis B
- Position Description
- Standards of Cooperation
- Instructions for Codes
- Patient Flow
- Expectations
- Arrival Time / Breaks / Lunch / Departure Time
- Acceptable Reasons for Absences
- How to Report Absences
- Attitude (Team Thinking, Helping Others, etc.)
- Customer Service (Internal and External)

Sign below when all above items have been completed.

Signature

Date

Supervisor Signature

Date

**Date**