

New Employee Orientation Checklist

A day-one orientation program covering the welcome, policies, workplace tour, and introductions.

Prepare Before Orientation

- Confirm the start time, location, and schedule
- Set up the workspace, badge, and welcome kit
- Print the agenda and any handouts for the day
- Notify the team and prepare them to welcome the hire
- Confirm accounts and equipment are ready
 - Verify logins work the day before.
- Assign a host to greet and guide the new hire

Welcome the New Hire

- Greet the new employee warmly on arrival
- Offer a drink and help them settle in
- Walk through the agenda for the day
- Share the company mission, values, and story
- Explain how their role fits the bigger picture
- Set a friendly, relaxed tone for the day
 - First impressions shape how welcome they feel.

Cover Essential Policies

- Review working hours, breaks, and attendance
- Explain the code of conduct and key policies
- Cover health, safety, and emergency procedures
- Walk through where to find the employee handbook
- Confirm any required policy acknowledgments are signed
 - Required policies vary; follow local laws and HR guidance.
- Answer questions about pay, benefits, and time off

Give a Workplace Tour

- Show the new hire their desk or workspace
- Point out restrooms, kitchen, and break areas
- Walk through emergency exits and meeting points
- Locate printers, supplies, and shared equipment
- Explain building access, parking, and security
- For remote hires, give a virtual tour of tools and spaces
 - Adapt the tour to the work setting.

Make Introductions

- Introduce the new hire to their manager and team
- Connect them with their onboarding buddy
- Meet key colleagues and cross-team contacts
- Share a team roster with names and roles
- Arrange a welcome lunch or coffee

- Explain who to ask for different kinds of help
Knowing the go-to people reduces day-one stress.

Wrap Up Day One

- Confirm the new hire can log in and use core tools
- Recap what was covered and what comes next
- Share the plan for the rest of the first week
- Invite any remaining questions
- Collect quick feedback on the orientation
- End the day on a warm, encouraging note
Send them home feeling glad they joined.