



Ascot Enterprises, Inc.

Orientation Checklist Form

The following is a checklist of items to be covered with a New Hire during the First Day Orientation.

Name: _____

Hire Date: _____

Title: _____

Department: _____

Category

(check one)

- Full-Time
- Part-Time

Pay/FLSA Type

(check one)

- Hourly
- Salaried

Hiring Paperwork to be Completed

- Application
- I-9 Form
- W-2
- W-4
- Handbook Acknowledgement Form
- Insurance benefits-accept/deny
- Direct Deposit (if wanted)
- SS# check

Initial Welcome

- Introductions
- Determine name employee wishes to be called
- Give brief history of EMPLOYER
- Introduce employee to co-workers
- Introduce supervisor

Work Hours/Pay Policies & Procedures

- Work hours-starting and stopping times
- Overtime requirements
- Lunch and break periods
- Time card/time clock procedures
- Starting rate of pay
- Paycheck distribution-when,where,how
- Pay discrepancies
- Vacations/holidays
- FMLA/military/ leave procedures
- Introductory Period
- Issuance of glasses, gloves etc.

Benefits

- Direct Deposit
- 401K (after 1 year)
- Group Medical Insurance(at 60 days)
- Group Dental (Sign up only once a year during open enrollment)
- COBRA Rights
- Incentive Plan

Policies and Procedures

- Education/Training
- Promotion from within
- Complaint/appeal procedures
- Discipline
- Absences/Tardies
- Employee Parking/Commute Options if applicable)
- Affirmative Action/EEO Policy
- Smoking Policy
- Sexual Harrassment Policy
- ADA Policy(American with Disabilities Act)
- Drug-Free Workplace Policy
- Ethical/Professional Conduct
- Where to get information and help

The Job

- Tour of department/worksite
- Department structure
- Employee's job duties and job scope
- Performance expectations
- Quality requirements
- Systems/tools/procedures
- Suggestion system/procedures

Safety

- Fire extinguishers and emergency exits
- Employee given copy of general safety rules
- Job or equipment hazards
- Reporting accidents and illnesses
- Proper clothing and footwear
- Proper lifting technique
- MSDS
- Storage and disposal of solvents and hazardous chemicals
- Location of firstaid/CPR assistance/medical care
- BBP
- Emergency procedures
- Visitors in workplace
- Lockout/Tagout
- PPE

Employee Signature

Date

Human Resource Representative Signature