

## NEW EMPLOYEE ORIENTATION CHECKLIST

Employee Name: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

	Employment Application completed and placed in the personnel file.
	Resume placed in personnel file.
	References verified and documented if applicable.
	Immigration and Naturalization Service form I-9 completed and placed in personnel file.
	Department of Treasury Form W-4 completed and placed in personnel file.
	State of Ohio Department of Taxation Form IT-4 completed and placed in personnel file.
	State of Ohio New Hire Form 7048 (Child Support) completed and placed in personnel file.
	Copies made of Diploma/Transcripts/Credentials and placed in personnel file if applicable.
	Job Title and Description listing duties, responsibilities, minimum qualifications, and academic requirements and positions to be supervised if applicable explained to, copied for employee, and placed in personnel file.
	Supervision requirements explained to employee. Verification placed in personnel file.
	Policies and Procedures reviewed with employee, including rules of confidentiality, client rights, grievance procedures, and abuse and neglect.
	New employee given tour of facility, shown work area and job duties and responsibilities explained in detail.
	Supervisor or trainer available during orientation period for questions and additional help if needed.
	Notification of Hire signed by new employee and placed in personnel file.
	Time Sheets/Schedulers Sheets explained.

Additional Comments: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date