

New Employee Orientation Checklist

Name of Employee: _____

Job Title: _____

Full Time: ☐ Part Time: ☐ Seasonal: ☐



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Building / Staff Introductions

- ☐ Office tour / Staff introduction
- ☐ Building Access (keys and/or fob)
- ☐ Parking
- ☐ Location of office supplies / Ordering Procedure

Office Manager / Employee Discussion

- ☐ Personnel Handbook
- ☐ Company structure (org. chart in folder)
- ☐ Performance reviews are done annually/Annual Evaluations
- ☐ Work from home policies
- ☐ Cell phones / Hot Spot
- ☐ Company Vehicles (vehicle use discussion)
- ☐ Pay-periods / time-sheets/expense
- ☐ Company culture
- ☐ Christmas parties
- ☐ Company social events
- ☐ Professional organization memberships
- ☐ Work hours, overtime, lunch breaks, PTO, holidays, flexible hours
- ☐ Time off Calendar (if applicable)
- ☐ Computer Cyber Security Discussion

Office IT | Person IT

- ☐ User ID & Passwords
- ☐ Computer Set Up (MMC)
- ☐ Timesheets, expense sheets, Deltek codes
- ☐ Deltek on phone
- ☐ Team Viewer
- ☐ PDF editor
- ☐ Printer set up
- ☐ Scanning setup
- ☐ Help Desk
- ☐ Project folders

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BENEFITS (Joe Deen)

- ☐ Insurance health, dental, vision forms
- ☐ Employee health savings accounts
- ☐ 401K
- ☐ Disability program, additional premium for increased benefit
- ☐ Personnel Handbook

Marketing (Chelle Hayslett)

- ☐ Resume
- ☐ Head Shot
- ☐ Social Media
- ☐ Business Cards
- ☐ Apparel Store
- ☐ Intranet

Manager Signature: _____

Date: _____

Employee Signature: _____

Date: _____