

New Employee Orientation – IndeFree Association

Employee Name _____

	Items	Completed by/Comments	Date
Executive	Rapport w/staff	_____	_____
	Rapport w/others	_____	_____
	Competencies	_____	_____
	General Job description	_____	_____
	Expectations	_____	_____
	Pay	_____	_____
	Schedule	_____	_____
Payroll	Required paperwork	_____	_____
	Pay periods/Pay day	_____	_____
	Payment methods	_____	_____
	Timesheet/Clock	_____	_____
Human Resource	Scheduling	_____	_____
	Time-off request	_____	_____
	Timeliness	_____	_____
	Review Schedule	_____	_____
Overview	Conferences	_____	_____
	Applications	_____	_____
	Products	_____	_____
	Partnerships	_____	_____
Administrative	Telephone/Fax	_____	_____
	Email (after 30-days)	_____	_____
	Mailbox	_____	_____
	Name plate/Uniform	_____	_____
	_____	_____	_____