

New Employee Orientation

Employee Name _____

	Items	Completed by/Comments	Date
Executive	Rapport w/staff	_____	_____
	Rapport w/others	_____	_____
	Competencies	_____	_____
	Job description	_____	_____
	Expectations	_____	_____
	Pay	_____	_____
	Schedule	_____	_____
Payroll	Required paperwork	_____	_____
	Pay periods/day	_____	_____
	Pay rate	_____	_____
	Payment methods	_____	_____
	Timesheet	_____	_____
Human Resource	Scheduling	_____	_____
	Time-off request	_____	_____
	Timeliness	_____	_____
	Review Schedule	_____	_____
Clinical	Evaluation procedures	_____	_____
	Regular visit procedures	_____	_____
	Goals	_____	_____
	Uniqueness	_____	_____
Administrative	Telephone	_____	_____
	Email	_____	_____
	Mailbox	_____	_____
	Break/Utility Room	_____	_____