

# NEW HIRE ORIENTATION CHECKLIST

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

## Welcome

- \_\_\_\_\_ Inform team of new hire start date
- \_\_\_\_\_ Send welcome email to new hire
- \_\_\_\_\_ Call 2 days prior to start date: see if new hire has questions and convey relevant reminders
- \_\_\_\_\_ Prepare welcome gift for first day
- \_\_\_\_\_ Assign orientation guide and/or mentor
- \_\_\_\_\_ Schedule team "Get to know you" activities for the first week of employment

## Team Introductions

- \_\_\_\_\_ Tour hospital; where to put personal belongings, break room
- \_\_\_\_\_ Meet and greet with all team members
- \_\_\_\_\_ Introduce to orientation guide/trainer/supervisor
- \_\_\_\_\_ Introduce to "lunch buddy" for first day if employee stays at hospital for lunch
- \_\_\_\_\_ Meeting with practice owner to review hospital history, philosophy, and vision
- \_\_\_\_\_ Meeting with manager to review mission, core values and culture

## New Hire Paperwork

- \_\_\_\_\_ Personal contact information
- \_\_\_\_\_ W-4 Form
- \_\_\_\_\_ I-9 Form
- \_\_\_\_\_ Benefits forms for health insurance and retirement plans
- \_\_\_\_\_ State income tax withholding forms
- \_\_\_\_\_ Copy of state license or certification (for DVMs, LVTs)
- \_\_\_\_\_ Fill out new hire survey

## Review of Benefits

- \_\_\_\_\_ Review all hospital provided insurance benefits
- \_\_\_\_\_ Review hospital retirement plan
- \_\_\_\_\_ Explain personal pet healthcare benefits
- \_\_\_\_\_ Explain employee assistance program (EAP)
- \_\_\_\_\_ Review time off policy (PTO, sick days, vacation days, holidays)
- \_\_\_\_\_ Review pay schedule, uniform allowance, CE allowance

## Review Job Duties

- \_\_\_\_\_ Review job description, job roles and job expectations
- \_\_\_\_\_ Understand end of day and other work checklists
- \_\_\_\_\_ Review work schedule
- \_\_\_\_\_ Know how to access work schedules

## Review Hospital Policies, SOPs, and Operations

- \_\_\_\_\_ Review employee manual and sign acknowledgement of receipt
- \_\_\_\_\_ Review introductory period expectations and timing for reviews
- \_\_\_\_\_ Show how to clock in and complete time sheets for each pay period
- \_\_\_\_\_ Locate fire extinguishers and emergency exits
- \_\_\_\_\_ Know the location of emergency eye wash station (s)
- \_\_\_\_\_ Learn medical waste disposal procedures
- \_\_\_\_\_ Show location of binders and digital file folders for hospital SOPs, protocols, and training guides

