

Work orientation checklist

for the supervisor and the new employee

Company name, address, phone number, fax, e-mail, website

Company name, address, phone number, e-mail

New employee

Person responsible for orientation

Orientation begins ___ / ___ ___ ends ___ / ___ ___

Checklist for the person responsible for orientation and the new employee

Check the square or enter date when an orientation item/phase is complete and the skill/proficiency tested. Change and update the list as necessary.

Orientation completed tested

Company, business area and clients		
• the business area of the company, business and service idea		
• company ownership		
• clients and their expectations		
• more information about the company available (brochures, website, intranet etc.)		
• competitors		
•		
Company organisation and personnel		
• organisation and offices		
• management, supervisors, personnel		
• units, key personnel in different units		
• person responsible for orientation and his deputy		
• organisations for co-operation within undertakings/ safety committees and personnel, personnel representatives		
• employee initiatives		
•		

Company practises		
• company values (what is important to the company?)		
• occupational safety plan		
• what does the company expect of its personnel?		
• employee appearance, conduct, work clothing, dress, footwear		
• customer services and sales		
• phone and IT use (work-related matters, data security, private matters)		
• confidentiality (company and client secrecy)		
• the importance of punctuality		
• employee initiatives		
•		
Employment contract, terms of employment, working hours and shifts		
• nature of employment (permanent, temporary)		
• trial period and its significance		
• certificate for hygiene proficiency or alcohol service, occupational safety certificate or similar		
• working hours and shifts, switching shifts, overtime, breaks		
• vacation time, sick leave, other absences, notifying of/agreeing with the employer on absences		
• handling substance abuse		
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Salaries/wages

- | | | |
|---------------------------------|--|--|
| • how wages are determined | | |
| • wage and wage payment | | |
| • extras, paid sick-leave | | |
| • paid vacation, vacation bonus | | |
| • tax deduction card | | |
| • benefits | | |
| • travel expenses | | |
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Termination of employment

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|-------------------------|--|--|
| • notice period | | |
| • annual vacation bonus | | |
| • payoff | | |
| • work reference | | |
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Employee health care

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| • employee health care services,
entry check-up | | |
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Offices and workplace environment

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|--|--|--|
| • workplace location, security, keys | | |
| • supervisor, colleagues, their tasks/jobs | | |
| • clients, interest groups | | |
| • work unit practises | | |
| • work station, internal routes, emergency exits, coffee room | | |
| • parking, vehicle pass, worksite traffic regulations | | |
| • neatness, order, hygiene | | |
| • canteen | | |
| • environment issues, waste disposal, waste categories, sorting, hazardous waste | | |
| • other units and their location | | |
| • hazardous areas | | |

Safety issues, protection of property

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|---|--|--|
| • protection of property, security and/or alarm systems | | |
| • action in a threatening or violent situation | | |
| • emergency plan, fire and accident drill | | |
| • first aid kit, first aid instructions, emergency action, medical emergency action | | |
| • emergency phone numbers | | |
| • reporting on emergency situation/near misses | | |
| • | | |

Employee's responsibility

<ul style="list-style-type: none"> the tasks and responsibilities of the employee, job instructions 		
<ul style="list-style-type: none"> work planning, aims, quality 		
<ul style="list-style-type: none"> significance of the employees input to the whole, internal co-operation 		
<ul style="list-style-type: none"> machinery, equipment, tools <ul style="list-style-type: none"> - user instructions - process breaks, maintenance 		
<ul style="list-style-type: none"> use of equipment 		
<ul style="list-style-type: none"> personal protective gear <ul style="list-style-type: none"> - use, care, maintenance 		
<ul style="list-style-type: none"> working posture and movement, adjustment of furniture and equipment (ergonomics) 		
<ul style="list-style-type: none"> recovery, counter-movements 		
<ul style="list-style-type: none"> individual work task development, risk factors 		
<ul style="list-style-type: none"> reporting, problems defects and faults 		
<ul style="list-style-type: none"> working on site of client or other employer 		
<ul style="list-style-type: none"> who can give information about a task and/ or support on the job 		
<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> 		
<ul style="list-style-type: none"> 		

Training and internal communication		
• orientation material		
• feedback, discussions with person responsible for orientation/tutor and/or supervisor (also orientation assessment)		
• training opportunities		
• information board, staff meetings, information, intranet		
• employment contract, legislation, decrees, instructions		
• professional literature, trade publications		
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Other (complete as necessary)		
• work atmosphere: monitoring and development		
• opportunities for hobbies and recreation		
• maintaining the work ability		
• insurance and pension issues		
• other employee services and benefits		
• housing		
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Checklist for the person responsible for orientation and the new employee

Orientation includes all measures designed to help a new employee get to know

- his company, its business and practises
- the other employees
- his job and the what the company expects of him and to support and help him
 - develop his professional skills
 - use safe working practises
 - enjoy his work.

The aim is to give a good general picture of the company, its aims and business as well as a picture of the specific job of the employee, how it fits in the larger picture. Everyone entering employment needs orientation: permanent staff, temps, seasonal staff, campaign staff and hired labour. Orientation plans are drawn up individually, taking account of the term of employment and the skills, proficiency and training of the employee. Where tasks or working conditions change, the employee should receive further orientation.

The supervisor is responsible for orientation as instructed by management. Practical orientation can be entrusted to a designated employee/tutor. The Occupational Safety and Health Act lays stress employer responsibility for employee health issues and orientation. The new employee is entitled to ask questions concerning orientation and training.

Person responsible for orientation	New employee
Show	Find out about things!
▼	
repeat	If you don't know, ask!
▼	
test!	Monitor your learning.

The check list contains a breakdown of items to be included in the orientation plan. Both the tutor and the employee should use the list when monitoring and testing progress. The list is freely available and may be copied, customized and updated.

