

New Employee Orientation Program Checklist

You have gone through the tough recruitment process. You've talked to a lot of professionals to advertise your job openings. You've followed the strategies in enticing and attracting top talents to work for you. Then finally, you get these gems shortlisted for job orientation—only to find out they aren't coming back a day after. So, what possibly could have gone wrong? According to INC, best employees quit when they feel overworked or stagnant. When you let them sense these during orientation, expect them to jump off your window immediately! To avoid that, you need smart [HR planning](#) and [hiring tips](#) for new employee orientation. But before we get into the orientation tips, let us first discuss what employee orientation is.

What Is Employee Orientation?

Employee orientation is the process of welcoming and introducing new employees to the company. During orientation, the employers discuss general information about the company, its policies, the benefits it gives to its employees, the work culture, and the training roadmap. On the orientation day, HR leaders also give new hires a tour of the workplace and introduce them to their respective teams. The overall purpose of this process is to enlighten new hires of their roles and responsibilities—and give them more reasons why they should work for you.

New Hire Orientation Checklist

In this section, the article will provide you a checklist for a successful new hire orientation. We will tackle each process efficiently for you to [become a great recruiter](#).

Welcome New Hires

Welcome new hires with a friendly smile. Introduce yourself enthusiastically and politely. Then, let them introduce themselves. Ask them about their peculiar traits to lighten their mood. Happiness is contagious! Show them you are blissful to have them in the company. Let them give themselves a round of applause along with you for making it on the orientation day.

Introduction About the Company

The new hires need to know the general details about the company. This is for them to define clearly who they're working for and what their purposes are. Discuss the founders, etymology, and mission-vision statements of the company. Moreover, start the day with inspiring stories about the business.

Company Policies

To assure new employees that the company has an organized and secure system, it is essential to discuss company policies. [Company policies](#) are guidelines on regulatory requirements and legal issues. Also, tackle the code of conduct to define the accountability of each. Show your new hires that you have a firm legal structure that will protect their health, safety, and rights.

Company Benefits

Entice your new hires with your company perks! Some of the top reasons why employees stay are good company benefits, as stated in Small Business Trends. Highlight long-term benefits like health and life insurances, or motivators such as a possibility of profit-sharing. It also features how your company values the significance of work-life balance. Normal working schedules lead not only to a high [employee retention](#) rate but also to commitment.

Mandatory Forms to be Filled

As part of your company's legal structure, you need to settle employees' legal documents that are mandated by the government such as forms for state tax withholding, SS-5, and benefits. You also need your new hires' bank account information for their pay. Letting them fill-out these papers on their first day shows a formal welcome and a legal bind.

Provide Details About Work Culture

Work culture is a product of diverse individuals when working together. Despite the complexity of the word "culture," it is a way of life in the workplace. It possesses stimulators that keep the workers going. Explain to the team what values and goals the people in the company share for success. What does your company practice every day? What motivates everyone to be productive? It can be a promising professional growth, healthy competition, sparkling incentives, innovation, or empowerment. Laying the company's purpose on the table will excite and challenge your new hires!

A Tour of Office and Workplace

After the discussion, give your new employees a tour of the workplace and their designated offices. This will provide them a good overview of the system, and let them know their way around. Also, introduce to them the different functions of each department as you tour. This will let them understand their own function in the organization as a whole.

Introduction to Teams

Introducing your new hires to the team will give them credibility. Acquainting them to their team managers will let them easily know where to report and ask for help during adjustment periods. On top of all, new recruits will see living proof of professional growth in the company.

Setting Up Equipment

It is essential to set the digital equipment and devices of the new hires for their convenience and productivity. As early as orientation day, set up their biometrics, emails, and other business equipment such as software accounts and applications. Their company laptops and cellphones should also be ready to use for onboarding. Failure to do the set up will result in slow efficiency—and will lead to discouragement.

Offer a Training Roadmap

To make their learning easier, provide them with a sequence of training activities and topics for onboarding. There are phases that you need to consider in creating a [training roadmap](#). Know what you want the trainees to learn. Afterward, create training topics based on your objectives. When you already come up with topics, organize them accordingly. Consider the prerequisites needed for each topic. Once everything is arranged, you can decide how you want to execute these topics. Through an [HR roadmap](#), the work process is taught slowly but surely—detail by detail.

Your new hires' first day on their new jobs means you're one step closer to your company's goals. It is the very first step they take for [employee development](#). More importantly, you ace your first chance as an HR leader to leave them a good impression. A successful new employee orientation lessens your struggles in advertising job postings to get good talents. With the orientation tips stated above, you can continuously mold bright and competent employees.