



# Orientation-Induction Checklist

*By Jack Daly*

1. **Celebration!**
2. **Make him/her feel welcome and secure. Tour office, introduce to all, and give list of associates with nicknames. Arrange lunch.**
3. **Explain goals of company, office and unit; who the key team players are.**
4. **Explain work ground rules.**
5. **Explain employee benefit plans.**
6. **Explain position mission and current objectives.**
7. **Define the work assignment.**
8. **Present education and training plans – by whom – when. Negotiate the training contract.**
9. **Present work standards, responsibilities and authorities, reporting systems and productivity expected.**
10. **Make asking question easy – where to go for help.**
11. **Help to be successful on the first day. How?**
12. **Debrief at end of first day – schedule appointment time.**
13. **Organize balance of week. Help to be successful – how?**
14. **Organize balance of month. Help to be successful – how?**
15. **Set quarterly objectives and quarterly progress reviews.**
16. **Hand-deliver calling cards.**