

# Orientation Checklist and Welcome Guide

Welcome to the team! Please use this guide and checklist to navigate your first few weeks. This document is designed to be printed and filled out as you complete each step.

## Employee Information

Employee Name:

Start Date:

Department:

assigned Mentor:

## Day 1: Getting Settled

Write completion date or initials in the box next to each task:

- [  ] Meet with HR to finalize employment paperwork.
- [  ] Collect your office keys, ID badge, and parking pass.
- [  ] Complete your IT hardware setup (laptop, monitor, network connection).
- [  ] Log in to your company email and set up your profile.
- [  ] Take an office tour (kitchen, restrooms, emergency exits).

## Week 1: Integration and Training

Write completion date or initials in the box next to each task:

- [  ] Attend the official company welcome and culture presentation.
- [  ] Review department goals and your job description with your manager.
- [  ] Complete mandatory security awareness and compliance training.
- [  ] Set up recurring 1-on-1 meetings with your manager.
- [  ] Schedule a brief meet-and-greet with key cross-functional team members.

## Important Contacts & Resources

HR Contact:

IT Support Contact:

Notes & Reminders: