

Orientation Checklist

	<i>Yes</i>	<i>Scheduled/Date</i>	<i>Initials</i>
Introduced new hire			
Reviewed benefits/probationary period			
Reviewed policies/procedures			
Reviewed mission of agency			
Reviewed job description/contract information			
Reviewed supervision schedule and management style			
Reviewed training/development plan			
Reviewed organizational structure			
Reviewed agency protocol: boundaries, professionalism, confidentiality, expectations			
Outlined 2-4 week job orientation plan			
Other			

Employee Name: _____ Conducted By: _____

Employee Signature: _____ Date: _____