



First Day Checklist for New Employees

New Employee: _____ Start Date and Time: _____

- PLANNING:**
Set start date and time, review employment papers, assign a buddy/mentor.
- FIRST HOUR MEETING:**
 - Meet and greet
 - Share information and set the stage
 - Correct poor first impressions
 - Theft prevention
 - Reassurance and day's agenda
 - Invite questions
 - Close on a positive note
- TOUR OF FACILITY:**
With emphasis on safety equipment & introductions.
- PROVIDE OR ORDER BADGE & UNIFORM**
- EMPLOYEE HANDBOOK & REQUIRED PAPERWORK:**
I9, identification and authorization to work documentation, W4, etc.
- ORIENTATION & TRAINING:**
Include an opportunity to be productive and positive reinforcement.
- END OF FIRST DAY MEETING:**
 - Position the new hire to tell you the truth
 - Ask the questions you need to ask before someone else does
 - Ask the questions you need to ask to improve your process and head off problems
 - Close on a positive note and keep your finger on the pulse during the first week

*Make the first day the best day that person
will ever have on any new job ever.*