



New Employee Orientation

Employee Name: _____

Employee Number: _____

Assigned Mentor: _____

Mentor Tasks:

<input type="checkbox"/> Introduction to Employees	<input type="checkbox"/> Office Supplies (location, how to order)	<input type="checkbox"/> Building Amenities
<input type="checkbox"/> Backdoor Office Access/PIN	<input type="checkbox"/> Kitchen (cleanliness, coffee)	<input type="checkbox"/> ARC Document Services

Office Manager Tasks:

<input type="checkbox"/> Employee Application	<input type="checkbox"/> Policy Handbook	<input type="checkbox"/> Company Benefits
<input type="checkbox"/> Timecards (entry, software)	<input type="checkbox"/> Work Hours	<input type="checkbox"/> Expense Reports
<input type="checkbox"/> Paychecks	<input type="checkbox"/> Sign Out Sheet	<input type="checkbox"/> Vacation and Sick Time Policy
<input type="checkbox"/> Dress Code	<input type="checkbox"/> Building Access Card	<input type="checkbox"/> Harassment/Discrimination Policy
<input type="checkbox"/> Parking Pass	<input type="checkbox"/> Business Cards	<input type="checkbox"/> Courier Services

<input type="checkbox"/> Phone Use and Policies	<input type="checkbox"/> Voice Mail Setup/Access
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IT/CAD Manager Tasks:

<input type="checkbox"/> Username and Password	<input type="checkbox"/> Email	<input type="checkbox"/> Internet
<input type="checkbox"/> Personal Data/Hardware	<input type="checkbox"/> Local Drives	<input type="checkbox"/> Explanation of Network Drives
<input type="checkbox"/> Project Folders	<input type="checkbox"/> File Management	<input type="checkbox"/> Document Filing Procedures

<input type="checkbox"/> CAD Standards	<input type="checkbox"/> JLisp Tools	<input type="checkbox"/> Printers
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