



A&P ORIENTATION/ON-BOARDING SUPERVISOR CHECKLIST

Employee Name: Title:
Employee Department: Employee ID#
Employee Supervisor: Hire Date:

All newly hired employees are encouraged to follow along with the general new hire on-boarding items online. This online guide will further explain and contain links to helpful websites and forms to assist them in learning their new role.

Table with 5 columns: TIMELINE, checkmark, ACTION, WHO?, and ADDITIONAL INFORMATION. Rows include tasks like 'Set up workspace', 'Complete New Hire paperwork', and 'Obtain BuckID / Staff ID'.



Table with 5 columns: TIMELINE, checkmark, ACTION, WHO?, and ADDITIONAL INFORMATION. It lists tasks for the first week of employment, such as reviewing organizational structure, shop rules, and performance management processes.

This is a record of a new employee’s participation in the A&P orientation/on-boarding process. Please do not sign off until these items are reviewed/completed. Your signature indicates you have fully oriented your new employee to all information listed above.

Manager/Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_