

EMPLOYEE ORIENTATION CHECKLIST

Employee Name:

Job Title

Date of Hire

The information checked below has been given or explained to the employee by the personnel Human Resource Management.

COMPENSATION AND BENEFITS

Time Sheet/Card	Performance Evaluations
Payroll Procedures	Promotions
Insurance Program Booklet	Transfers
Pension Plan Booklet	Vacations
Credit Union	Holidays
Stock Purchase Plan	Absences
Savings Bond Plan	Jury Duty
Others	Leaves of Absence

GENERAL INFORMATION

Mission Statement	Ethics Statement
Employee Handbook	Introduction to Security Guards
Agreement/Rules Booklet	Transportation
Disciplinary Procedures	Parking Facilities
Dress Code	Safety Booklet
Complaints	First Aid
Grievance Procedures	Company News Letter
Agreement	I.D Card