

Sample Orientation Checklist

Topic	Orientation Completed by	Date
Practice Information		
History of practice		
Practice mission, vision and agenda		
Number of practice locations and employees		
Organizational Chart and reporting structure		
Service expectations		
Employee Handbook Information		
Personnel policies		
OSHA training		
Hazardous material training		
Customer service training		
Compliance training		
Confidentiality information		
Work Environment Information		
Office tour(s)		
Dress Code		
Review parking/building access pass and identification badge		
After-hours access to the facility		
Safety and security matters		
Refrigerator policy		
Solicitation policy		