



New Hire Orientation Checklist

Employee Name: _____

Position/Title: _____ **Immediate Supervisor:** _____

Hire Date: _____

DAY ONE:

Introduction to the Company

- Organization overview
- Company Mission, Vision, and Value Statements
- Employee Resource Chart
- Pay Dates Calendar

Administrative Procedures

- Computer username and passwords (Paylocity, Sling, Instinct Password: _____)
- Email
- Parking and hospital access information
- ID badge
- Employee inbox / locker
- Dosimeter (when applicable)
- My Favorite Things Form

Forms Review

- Attendance Report Sheet
- Timeclock Correction Form

- Employee Pet Discount Form
- Called to Work Form
- Shift Swap Form
- Reporting Work-Related Injuries/Illnesses and Declination Form

Introduction and Tours

- Administration and DVM offices
- Restrooms
- Lobby/reception area
- Exam rooms
- Treatment, isolation, pharmacy, wards, surgery areas
- Laundry and storage areas
- Breakroom, coffee machines, and water cooler
- Safety (PPE, dosimetry, sharps)
- Emergency procedures (evacuation plan and fire extinguishers)
- Emergency exits

Computer Training

- Anti-harassment and discrimination training (Paylocity)
- Cyber Security Awareness Training (Paylocity)
- Vacation requests (Paylocity)
- Introductory Sling Post

Instinct Training

CSR

Videos:

- General Overview
- Status Board
- Invoice

User Guides:

- Front Desk Guide
- Instinct Treatment Plan Business Office Guide
- Instinct Treatment Plan Quick Reference Guide

Technician

Videos:

- General Overview & Status Board
- Status Board Advanced
- How to Make a Treatment Sheet
- Vitals Screen
- Patient Safety Warnings
- Assign to Me Button
- Fluids, Additives, Transfusions, and CRIs
- One-Off Treatments and My Board Quick Switcher
- How to Edit a Treatment, Discontinue, and Complete a Treatment in the Past

User Guides:

- Instinct Treatment Plan Quick Reference Guide

Financial Coordinators

Videos:

- General Overview & Status Board
- Status Board Advanced Features
- Invoice
- Fluids, Additives, Transfusions, and CRIs

User Guides:

- Quick Reference Guide
- Front Desk Guide
- Instinct Treatment Plan Business Office Guide

DAY TWO:

Lead: _____

Shadowing: _____

Cross Training: _____

Training Buddy: _____

Areas of Focus:

Comments:

Acknowledgement: (to be signed upon completion of all orientation items)

Employee: _____

Date: _____

Manager/Supervisor: _____

Date: _____