

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 Sta	tements	
□ Employee Resource Chart		
□ Pay Dates Calendar		
Administrative Procedures		
□ Computer username and passwords (Payl	ocity, 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

<u>CSR</u>		
<u>Videos</u> :		
	General Overview	
	Status Board	
	Invoice	
<u>User Guides</u> :		
	Front Desk Guide	
	Instinct Treatment Plan Business Office Guide	
	Instinct Treatment Plan Quick Reference Guide	
	<u>Technician</u>	
<u>Videos</u> :		
	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 Discontinuo and Complete a Treatment in the Past	
	How to Edit a Treatment, Discontinue, and Complete a Treatment in the Past	
<u>User Guides</u> :		
	Instinct Treatment Plan Quick Reference Guide	
	Financial Coordinators	
<u>Videos</u> :		
	General Overview & Status Board	
	Status Board Advanced Features	
	Invoice	
	Fluids, Additives, Transfusions, and CRIs	
<u>User Guides</u> :		
	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: