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Example content:

Employee's Name:	
Job Title:	Date of Hire:

The information checked below has been given or explained to the employee by the Personnel Department or a manager/supervisor.

<i>COMPENSATION AND BENEFITS</i>			
	Time sheet/card		Performance Evaluations
	Payroll Procedures		Promotions
	Annual Leave		Transfers
	Educational Assistance		Absences/Tardiness
	Credit Union		Jury Duty
	Parental Leave		Leaves of Absence
	Sick Benefits—Limitations, etc.		
<i>GENERAL</i>			
	Mission Statement		Ethics Statement
	Employee Handbook/Labor		
	Agreement/Rules Booklet		Transportation
	Disciplinary Procedures		Parking Facilities
	Dress Code/Safety Requirements		Safety Booklet
	Complaints, Discrimination		First Aid/Reporting Injuries
	Grievance Procedures		Bulletin Board/Company Newsletter
	Proprietary Information		Voluntary Resignation Notice
	Agreement		I.D. Card

The following is a checklist of information necessary to orient the new employee to the job as well as the department and company. Please check off each point as you discuss it with the employee.