

# Education, Training and Technical Assistance New Employee Orientation Checklist

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor/Designee	Yes	N/A	Initials
Verified all entries on NCDOL Manager's Checklist for New Employees First Day of Work has been completed (Checklist is located on NCDOL Intranet).			
Provided/Assigned PPE (e.g., Gloves, goggles, safety shoes, prescription safety glasses)			
Reviewed ETTA Bureau Policies (As Applicable)			
Reviewed Section Policies (As Applicable)			
Completed Employee Equipment Inventory Sheet			
Reviewed Gift Ban			
Other:			
Other:			
Other:			
Other:			

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_