

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:			

Comments: _____

Employee Signature: _____ Supervisor Signature: _____

Date: _____