

Templates

Examples only

Orientation Checklist

Employee's Name:

Manager's Name:

| Process/Task | Completed On | Comments | Signed |
|--|--------------|----------|--------|
| Someone has been assigned to line manage the Consumer Advisor. Name:..... | | | |
| Someone has been assigned to work with the Consumer Advisor on their Orientation Programme. Name:..... | | | |
| The Consumer Advisor has been given a copy of their employment agreement and job description. | | | |
| The Consumer Advisor has signed their job description and employment agreement. | | | |
| The Consumer Advisor has been given a written explanation of their responsibilities and accountabilities. | | | |
| The Consumer Advisor has been given an organisational structure profile. | | | |
| The Consumer Advisor has been given a copy of the organisational OSH policy and had it explained fully to them. | | | |
| The Consumer Advisor has been introduced to the senior management team of the organisation. | | | |
| The Consumer Advisor has been introduced to the administration and human resources personnel of the organisation. | | | |
| The Consumer Advisor has been shown their office (desk, room) and equipment. | | | |
| The Consumer Advisor has been provided with a list of regular meetings that they are required to attend, including the day and time of the meetings. | | | |

| Process/Task | Completed On | Comments | Signed |
|--|--------------|----------|--------|
| <p>The Consumer Advisor has been provided with a list of people to contact and organise an introductory meeting with.</p> <p>For example:</p> <ul style="list-style-type: none"> • Kaumatua/Kuia; • Consumer groups, advocates, other DHB or NGO Consumer Advisors; and • Other DHB or NGO Service Providers/Staff. | | | |
| <p>[ADD OTHER ORIENTATION TASKS AS APPROPRIATE]</p> | | | |
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