

Sample Checklist for New Employee Orientation



Use this sample checklist as a guide to topics to cover during new employee orientations. Please note: You may need to adapt the checklist or add topics based on the specifics of your farm operation.

Initial welcome

- ☐ Introductions to supervisor(s) and key personnel;
- ☐ Clarification of the name the employee prefers to be known by
- ☐ Brief history of your farm

General information and procedures

- ☐ Reference document stating terms of employment, including the nature of the position (fixed term or at-will) and other company information
- ☐ Location of restrooms, personal storage areas, bulletin boards, emergency supplies, and phones
- ☐ Policy on personal cell phone use, company equipment, and facilities
- ☐ Disciplinary, suggestion, and complaint procedures
- ☐ Special policies or procedures that are unique to particular positions (for example, rain policy for field crews)
- ☐ Performance review and appraisal procedures

Work time

- ☐ Work days and hours and variability of the schedule
- ☐ Meal and break periods
- ☐ Means of notification in case of changes
- ☐ Call-in procedures when unable to show up for work when expected

(over)

This sample employee orientation checklist is part of a suite of farmer-oriented resources developed through the **Improving the Quality of Labor Management Decisions for Small and Medium-Sized Farm Operators** project, a multi-state, integrated research and extension project.

Partners include:

- The University of Vermont
- The University of Wisconsin
- The Pennsylvania State University
- University of New Hampshire

Find additional labor management tools and resources at:

uvm.edu/aglabor/dashboard

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Work time, continued

- ☐ Tardiness and absenteeism policy
- ☐ Time card or time-keeping procedures

Payment and Compensation

- ☐ Paycheck distribution – where, when, how
- ☐ Relation of future pay increases to merit, longevity, or other factors
- ☐ Fringe benefits available
- ☐ Procedures for vacation, sick or personal leave
- ☐ What to do and who to ask about pay discrepancies
- ☐ Overtime requirements or options
- ☐ Starting pay rate and any incentives or bonuses

The job

- ☐ Tour of farm operation and specific areas where employees will be working
- ☐ Relation of the employee's job to the end product and consumers
- ☐ Introduction to other crew members
- ☐ Specific performance expectations and work standards
- ☐ Organizational structure and chain of command
- ☐ Product quality requirements
- ☐ Systems, tools, and procedures
- ☐ Any promotional opportunities and anticipated time to achieve them
- ☐ Job duties and scope

Safety

- ☐ All elements of the company injury and illness prevention program
- ☐ Use of personal protective equipment including clothes, footwear, respiratory, eye and hearing.
- ☐ Pesticide safety & equipment training as required
- ☐ Symptoms of pesticide illness, heat stress, sunstroke and sun exposure
- ☐ Use and care of work equipment
- ☐ Lifting techniques and ergonomic best practices
- ☐ Identification and location of workplace hazards
- ☐ Location and use of fire extinguishers and emergency procedures
- ☐ Location of first-aid and medical supplies
- ☐ How to report accidents and illness
- ☐ Use, storage, and disposal of solvents and hazardous chemicals