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| **NEW EMPLOYEE ORIENTATION CHECKLIST** |
| **Employee Name:** |  | **Position:** |  |
| **Department:** |  | **Date Hired:** |  |
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| **Items** | **Instructions/Details** |  | **Explained?** |
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| *I acknowledge that all items checked above have been thoroughly explained to me and I completely understand them.* |
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| Employee Signature: |  | Date: |  |
| Supervisor's Signature: |  | Date: |  |
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