

New Hire Orientation Training Record Form

The **new hire orientation training record form** sample provides a structured method to document employee onboarding progress efficiently. It ensures all essential training components are tracked systematically, promoting compliance and smooth integration. Utilizing this form helps maintain organized records for HR and audit purposes.

Employee Information

Employee Name	_____	Employee ID	_____
Position/Title	_____	Department	_____
Hire Date	_____	Supervisor	_____

Orientation Training Checklist

Training Topic	Date Completed	Trainer/Facilitator	Employee Initials	Trainer Initials
Company Overview & Mission	_____	_____	_____	_____
Policies & Procedures	_____	_____	_____	_____
Health & Safety Training	_____	_____	_____	_____
Job-Specific Training	_____	_____	_____	_____
IT/Security Access	_____	_____	_____	_____
Harassment Prevention	_____	_____	_____	_____
Benefits Overview	_____	_____	_____	_____

Comments / Additional Training:

Acknowledgement

Employee Signature	_____	Date	_____
Trainer/Supervisor Signature	_____	Date	_____