

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 | _____ |