

XYZ NEW TEAM MEMBER ORIENTATION

CORPORATE ORIENTATION

TEAM MEMBER NAME: _____ POSITION: _____

EACH OF THE FOLLOWING ITEMS SHOULD BE DISCUSSED WITH THE NEW TEAM MEMBER.

** INDICATES SUPPORTING WRITTEN INFORMATION LOCATED IN THE NEW TEAM MEMBER ORIENTATION PACKET.*

- ___ Introduce employee to fellow team members, including management staff
- ___ Explain company's goal of providing services; the team member's role in this goal.
- ___ Explain the importance of the new team member's job in relation to fellow team members and explain the job in detail: duties, responsibilities, and what you, as the manager, expect from the new team member.
- ___ Provide a copy of the position job description and any written job procedures.
- ___ Explain to the new team member that if they have any questions relating to their work or other employment variables, you will be available to answer them.
- ___ Complete PAF - New Hire

___ **1. Explain wage/salary information:**
AVAILABLE UPON PURCHASE

___ **2. Explain hours of work:**
AVAILABLE UPON PURCHASE

___ **3. Explain company structure, policies and procedures**
AVAILABLE UPON PURCHASE

___ **4. Explain leaves from work with or without pay-procedures for applying**
AVAILABLE UPON PURCHASE

___ **5. Explain Safety Program**
AVAILABLE UPON PURCHASE

___ **6. Explain Company Benefits:**
AVAILABLE UPON PURCHASE

___ **7. Other Items:**
AVAILABLE UPON PURCHASE

___ **8. Explain the use/care of equipment/supplies, where obtained; copiers, printers, fax, computers, software, etc.**

___ **9. Schedule associate for a formal meeting after 2 weeks for in depth discussion regarding the position.**

___ **10. Schedule administration session and required training sessions for associate.**

ASSOCIATE REMARKS:

ACKNOWLEDGEMENT

AVAILABLE UPON PURCHASE

NEW ASSOCIATE: _____ **DATE:** _____

HR ORIENTATION COMPLETED BY: _____ **DATE:** _____

ADMIN ORIENTATION CONDUCTED BY: _____ **DATE:** _____

DEPT ORIENTATION COMPLETED BY: _____ **DATE:** _____

ORIGINAL TO PERSONNEL FILE

2ND COPY TO ASSOCIATE