

XYZ NEW TEAM MEMBER ORIENTATION

UNIT 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 quality 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

Inform employee that you are available anytime but that two weeks after they have been on the job you will meet with the employee and discuss how they feel about the position and answer any questions that result. Remember it is important to all new company employees to have the following basic needs fulfilled: RECOGNITION, A SENSE OF BELONGING, A FEELING OF JOB SECURITY AND PARTICIPATION.

REMARKS:

ACKNOWLEDGEMENT
AVAILABLE UPON PURCHASE

NEW TEAM MEMBER: _____ **DATE:** _____

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

ORIGINAL TO PERSONNEL FILE

2ND COPY TO ASSOCIATE