NEW EMPLOYEE ORIENTATION

The following is a brief guide to assist employers with the orientation of new employees. New employee orientation is not a one-day process; it can take from 30 days to 6 months or more, if done properly. A successful orientation program accelerates learning and decreases employee turnover, while increasing employee satisfaction and performance.



First impressions shape an individual's image of the organization throughout their employment. New employees are already facing an anxiety-inducing situation, due to coming into a new environment and wondering if he or she will fit in. As such, it is important that the employer does not worsen the experience with a boring, confusing and overwhelming orientation process. It is important that new employees quickly feel like they belong, and are a valued member of the organization.

PRIOR TO THE EMPLOYEE'S ARRIVAL

- Develop an orientation checklist specific to your organization.
- Make sure that there is a clean and functional work area ready for the employee.
- Ensure that the employee has the proper equipment and supplies.
- Ensure that the employee has necessary information technology resources, including access to programs necessary for performance of job duties.
- Make sure that the employee's supervisor is not scheduled to be off when the new employee arrives, and that he or she has plenty of time to meet with the employee.
- Ensure that all required documents and forms are prepared.
- Ensure meaningful work is prepared for the first day.
- Designate and prepare an appropriate mentor for the new employee.

UPON THE EMPLOYEE'S ARRIVAL

- Assign a staff person to greet and welcome the new employee.
- Explain what will be involved in the orientation process.
- Take the new employee on a tour of the facility, explaining the location of physical facilities.
- Introduce the employee to his or her coworkers, explaining each individual's role in the organization.
- Provide a Frequently Asked Questions (FAQ) document and a list of key employees to contact for additional questions.



Mcdonalds Employee Orientation Guide

Patrick Vollmar

Mcdonalds Employee Orientation Guide:

The Insurance Professional's Practical Guide to Workers' Compensation Chris Boggs, 2009-04-15 This is not your ordinary workers compensation book Workers compensation coverage is relatively easy to understand It s the legal procedural and contractual issues surrounding workers compensation that are complicated In The Insurance Professional s Practical Guide to Workers Compensation Boggs addresses in clear jargon free English many of the concepts policies and practices in workers compensation that brokers risk advisors and corporate risk managers need to know The chapters such as on which injuries and which workers are covered free the reader from having to wade through dense legal and regulatory treatises Boggs explains to non lawyers legal aspects of workers compensation If you need to use the book as little as one time a year get it because you ll probably need it much more often California Employment Law: An Employer's Guide James J. McDonald, Jr., 2024-04-16 California Employment Law An Employer's Guide is the go to guide for anyone who must contend with employment law in California as part of their day to day work including employers based outside of California with employees working in the state This valuable reference is comprehensively updated to address new developments in 2021 including new requirements for severance agreements new restrictions on non disparagement agreements expansion of the California Family Rights Act to include parents in law new Cal OSHA penalties for enterprise wide and egregious Guide To Better "e;corrections"e; Martin Bolt, 2019-03-06 e For all those who came into contact violations and many more with the system of prosecution jails prisons and the aftermath thereof And for all those who seek answers In support of all those who dedicate their time and money to provide these answerse **Handbook of Hospitality Human Resources** Management Dana Tesone, 2008-09-10 Handbook of Hospitality Human Resources Management is an authoritative resource comprising an edited collection of papers which review and discuss this crucial aspect of hospitality whilst illustrating how theories and concepts can be applied to the hospitality industry Written by internationally recognized practitioners and academics this book provides thorough reviews and discussions The depth and coverage of each topic is unprecedented A must read for hospitality researchers and educators students and industry practitioners Developing a Security Training Program Joseph McDonald, 2024-07-22 Developing a Security Training Program focuses on how to establish a comprehensive training program for a security department from the ground up This book highlights formal curriculum development consistent and continual training and the organizational benefits including how such security training will be a value add It s long overdue for the industry to revisit old security training models from the past to both general staff as well as to the dedicated security staff and professionals within organizations and examine and revamp such with a fresh perspective Given the current dynamic environment for businesses and the threats businesses face it is important that any such training consider all procedures and policies and be fully integrated into the company culture This includes maintaining an eye on budgetary and financial costs while recognizing the need to budget for more training resources to maintain resilience and

adaptability to current challenges and future changes to the environment There is only one way to prepare your staff and that is through comprehensive and consistent training Developing a Security Training Program provides the blueprint and tools for professionals to provide ongoing targeted and comprehensive security training at a low budget friendly cost

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