

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

J Rink



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Staffing the Contemporary Organization Donald L. Caruth, Gail D. Caruth, Stephanie S. Pane, 2008-12-30 Few business functions are more important than putting people where they can do the most good Get it right and the business soars Get it wrong and the business pays dearly in reduced sales profits and productivity Staffing the Contemporary Organization provides a comprehensive treatment of staffing procedures policies techniques and problems It includes a number of human resources topics not usually covered in one volume HR planning legal aspects of staffing recruiting selecting performance appraisal career development and many others in an integrated system The method presented is a proven useful tool that managers and HR people can employ to build stronger

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