

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

Jeffrey A. Dean



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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](#)

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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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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

more resilient organizations This thoroughly revised edition provides a comprehensive treatment of staffing procedures policies techniques and problems It covers areas newly developed since the last edition like recruiting via the Internet and new court decisions that clarify the scope and application of antidiscrimination laws in the workplace Among other topics it covers the following areas in detail Employment law Job analysis Recruiting and interviewing Selecting and selection tests Appraisals and employee development Administration Handling promotions demotions layoffs terminations etc Career planning Measuring the effectiveness of the HR function Staffing the authors contend must encompass the entire range of activities associated with planning for obtaining utilizing and developing human resources Suitable for business students as well as professionals this is the first book to present a systems view of the staffing function a view necessary to maximize the contribution of any company s most important asset its people Catalog of Federal Domestic Assistance ,1993 Identifies and describes specific government assistance opportunities such as loans grants counseling and procurement contracts available under many agencies and programs **An Orientation Manual for Long-term Care Facilities** Joan M. Iannone,Margaret Gorely Bye,1993 **Resources in Education** ,1998 *Catalog* Food and Nutrition Information Center (U.S.),1974 California Employment Law 2025 James J. McDonald, Jr.,2025-05-27 It is often said that it is impossible for an employer to fully comply with all of California s employment laws They are just too numerous too complicated and too often changing and seldom for the better There are so many traps for the unwary and the stakes of getting it wrong are quite high for California employers A simple mistake can lead to a seven figure jury verdict or a class action lawsuit California Employment Law 2025 is the go to resource for anyone who must contend with employment law in California as part of their day to day work including employers based outside of California who have employees working in the state This valuable reference is updated to address new developments in 2024 including New requirements for requiring temporary employees to arbitrate employment disputes The new Freelance Worker Protection Act New minimum wages for health care workers Higher salary thresholds for overtime exemptions New requirements for cool down breaks for indoors workers Restrictions on requiring job applicants to have driver s licenses Expanded leave requirements for employees who are victims of certain acts of violence or whose family members are victims New restrictions on mandatory captive audience employee meetings preceding a union representation election The Rough Guide to Bali and Lombok Shafik Meghji,Jeroen van Marle,James Stewart,2014-10-01 Now available in ePub format The Rough Guide to Bali and Lombok is the ultimate guide for independent travelers visiting Indonesia s two most famous islands With full color throughout clear maps and stunning photography The Rough Guide to Bali and Lombok will ensure you make the most of these alluring islands with insider tips on everything from indulgent spa retreats and fantastic shops to the best hotels restaurants and bars to suit every budget Bali s charms are many whether you want to surf its rugged coastlines go diving at fashionable hot spots or explore the island s lush interior and celebrated cultural heart Ubud a magnet for art lovers and a showcase for Bali s fascinating traditions On Lombok trek

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