

New Employee Orientation Departmental Checklist

To assure a smooth start with new employees, some basic functions need to happen. Following is a checklist of those functions for you to consider when orienting new employees to your division/department at Lane. These serve as a basic guideline from which divisions/department manager can add to in meeting their division/department specific needs.

Logistics	Who	Date completed
PREARRIVAL		
Communicate Information ___ Send Welcome Packet to new employee including: <ul style="list-style-type: none"> • Welcome letter – confirming position, title, salary, Manager, when & where to report (Elizabeth Andrade) • Lane Union Contract (if appropriate) ___ Call new employee to confirm start date, place, etc. ___ Send internal memo to the department announcing new employee's arrival date and duties ___ Contact payroll and benefits administration – submit appropriate paperwork ___ Notify Health and Safety about start date for new employees (Dawn Barth)	HR, in consultation with Manager	
Set up appropriate schedule for training (See Appendix A) ___ Banner Training ___ Technical Training (Procedures, forms, job specific skills) ___ Interpersonal Skills Training ___ Leadership/Management skills training	Manager initiate; staff assistant implement and coordinate	
Prepare the work area ___ Insure cleanliness and order of work area ___ Order... <ul style="list-style-type: none"> • Basic supplies • Name plate, and business cards, if appropriate. • Procurement card, if appropriate • Office keys • Telephone installation and assign number (or complete change order) ___ Arrange for computer and software installation	Staff Assistant	
Assemble a NEW EMPLOYEE PACKET ___ Welcome Letter from Division/Department (See Appendix B for template) ___ Copy of job description ___ Department structure and priorities	Manager initiate; staff assistant put together	

New Employee Orientation Agenda Sample

Judd E. Hollander



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New Employee Orientation Training Karen Lawson, 2006 Contains exercises handouts assessments and tools to help you rapidly build a customised new employee orientation programme create both organisation wide and department level training become a more effective and efficient facilitator ensure training is on target and gets results This book gives you just what you need to make the most of your company s new employee orientation programme If you want to get your employees off to a good start and attract and retain stellar performers then this is the book to buy William J Rothwell Professor of HRD Penn State University Karen Lawson is an international consultant author and executive coach She has extensive consulting and workshop experience in the areas of management team development communication and quality service across a wide range of industries including financial services pharmaceutical chemical manufacturing health care and government

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A Comprehensive Staff Development Program for AFDC, State of Oregon ,1980

Occupational Health and Safety Management Charles D. Reese,2008-10-24
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