
Policy Name: EMPLOYEE ORIENTATION POLICY AND PROCEDURE

Policy Owner: Director

Policy Code: 106

Policy Effective Date: August 2, 2017



106.1 – EMPLOYEE ORIENTATION

Orientation an Introductory stage in the process of new employee assimilation into a new work environment.

106.2 – PURPOSE

To gain employee commitment, reduce his or her anxiety, Help him or her understand organization expectations, and convey what he or she can expect from the job and the organization.

106.3 – PROCEDURES

An employee that has been hired will undergo the orientation process which begins with the head of the department in which the employee is being hired informing the employee of the history, policies, and expectation of the company.

Upon the employee completion of the orientation, the employee signs the completed form of the orientation which is place in their personnel file along with the head of the department signed orientation outline. This verifies that the employee has been made aware of our policies and how to obtain further assistance concerning other policies and procedure.