

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

Adrianne E. Avillion, Debbie Buchwach

New Employee Orientation Agenda Sample:

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

Recruiting, Interviewing, Selecting, and Orienting New Employees Diane Arthur, 2019-05-21 A genuine classic Recruiting Interviewing Selecting Orienting New Employees is a practical guide to the employment process Extensively revised it contains forms guidelines and ready to use interview questions as well as advice on reference checking interview methods documentation issues orientation programs and applicant testing From recruitment to orientation this updated and accessible guide covers it all Recruiting Interviewing Selecting Orienting New Employees has long been the go to reference on every aspect of the employment process Packed with forms checklists guidelines and ready to use interview questions the revised and updated edition provides readers with practical information on topics including interview methods documentation issues reference checking orientation programs and applicant testing This updated edition has been brought completely up to date addressing new legislation on FMLA immigration record keeping I 9 compliance and much more Full of insights on the latest staffing challenges this comprehensive guide explores changes in technology such as virtual interviews and recruitment web based orientations and the use of electronic files and social media Nothing is more important to the productivity of an organization than its hiring program Recruiting Interviewing Selecting Orienting New Employees provides readers with the tools they need to get employees on board and ready for long term success

Human Resources Kit For Dummies Harold Messmer, Jr., 2011-02-25 A company s ability to grow and stay on top of customer demand has always depended heavily on the quality of its people Now more than ever businesses recognize that finding and keeping a highly skilled and motivated workforce is pivotal to success Maybe you re a business owner and your company is growing or you re an employee at a small to midsize company and management has asked you to take on some or all of their HR functions Either way knowing how to set up and implement successful HR practices not to mention navigating the legal minefields in today s increasingly regulated environment can be tricky Human Resources Kit for Dummies Second Edition is your one stop resource for learning the nuts and bolts of HR It gives you the actual tools forms templates and so on that you can put to immediate and productive use Inside you ll easily discover how to Find hire and keep top talent Create an effective

compensation structure Ensure you re developing the right benefits package Encourage extraordinary performance Establish an employee friendly environment And much more This Second Edition also contains new information on anti discrimination legislation measuring employee performance firing or laying off employees and the latest training and development plans The CD ROM includes updated forms and contracts from job application forms and sample employee policies to performance appraisals and benefits worksheets With the tools and helpful information in this book you ll experience first hand how a successful HR administration reaps untold rewards Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Recruiting, Interviewing, Selecting & Orienting New Employees Diane Arthur,1998 Now updated and expanded this classic how to guide equips human resources professionals with the skills and tools to get the best people on board Filled with sample forms interview questions and handy checklists the book goes step by step through the entire hiring process It also includes sections on workplace diversity electronic recruiting competency related interviewing and other techniques

New Employee Orientation H. Scott Davis,1994 If the arrival of a new employee seems more traumatic for seasoned staff than for the newcomer then this manual may help alleviate some anxiety for all concerned The author shares his expertise gained in the design and implementation of an orientation program for new employees at Indiana State University Topics include developing a program s content and structure selection of participants possible problems suggested activities and materials and program evaluation A variety of sample forms will encourage even the most hesitant of supervisors in their orientation efforts Information gleaned from the field of personnel management is given practical application in the library setting An excellent resource for any library supervisor involved with new employee orientation

Nursing Orientation Program Builder Adrienne E. Avillion,Debbie Buchwach,2010 This binder and CD ROM walk you through each step of a well run orientation program so you can incorporate field tested evidence based practices at your facility Use this resource to evaluate your program outcomes fulfill Joint Commission orientation requirements train new graduates and meet the needs of a diverse workforce

How to Open and Operate a Profitable Restaurant Steve Malaga,2010 Plan and organize your new startup restaurant business Make more money in your existing restaurant and improve ROI This restaurant startup book is easy to read and the tips and strategies are time proven and used by successful restaurateurs worldwide

Fundamentals of Library Supervision, Third Edition Beth McNeil,2017-11-21

Competency Management for the Obstetrics Unit Adrienne E. Avillion,2005 Customizable electronic versions of all the skill sheets can be found on the CD ROM accompanying the book

Model Policies and Procedures for Not-for-Profit Organizations Edward J. McMillan,2008-01-29 What every not for profit must know about accounting tax and reporting requirements In the challenging world of not for profit management executives are held responsible for virtually every aspect of their organization s activities such as legal issues marketing lobbying editorial membership operations budgeting and of course finance For one person to be an authority in every area however is virtually impossible Completely revised and expanded the

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Essentials of Pharmacy Management Dennis H. Tootelian, Albert I. Wertheimer, Andrey Mikhailitchenko, 2012 Essentials of Pharmacy Management is an accessible introduction to management in an increasingly business oriented environment It provides a jump start to leadership roles and career advancement This textbook provides pharmacy students with an understanding of business processes used and how those processes impact their practice of pharmacy in providing patient care The material provides those who aspire to become managers in healthcare organizations with a foundation of how to manage in an environment that is focused on the business of healthcare For pharmacists who prefer not to move into management positions the book explains how and why business decisions are made relative to practice Publisher

Preparing and Defending Your Training Budget Lianabel Oliver Bigas, 2017-12-01 Budget time doesn t have to be painful Instead it can be a valuable time to examine your training programs and look for ways to improve In Preparing and Defending Your Training Budget Lianabel Oliver Bigas explains how to plan first and budget later so that your budget reflects your expectations and hopes for the coming year This practical guide leads you through the planning process so that you can create a budget that is easy to defend to your organization s leaders This issue of TD at Work includes questions to ask when planning suggested performance metrics tips for defending your budget guidance for specific line items a sample expenditure chart a template for documenting your work plan

The Joint Commission Mock Tracer Made Simple Jean S Clark, Rhia, 2010-04 Proven strategies for Joint Commission survey readiness This updated edition of our annual best seller includes new tools and case studies of successful tracers from facilities around the country Through a clear and concise breakdown of standards in an easy to understand mock survey checklist format survey committee leaders will be able to easily delegate the right forms to the right people on their committees Each checklist is downloadable and can be customized to fit the specific needs of your facility What s new in this year s edition Mock tracer tools that you can customize and implement at your facility Case studies

of successful tracers used by hospitals around the country Sections on tracer methodology and changes to The Joint Commission's leadership and medical staff standards Modified scoring and new implementation benchmarks for the National Patient Safety Goals Policies and procedures for each standard including the required elements of each Downloadable tools and forms that you can easily distribute to different departments Benefits Identify and address compliance weak spots in time for a survey visit Train staff on their roles in a survey and gauge your facility's level of preparedness Embrace the first hand experience of the authors who have put together tracers in hospitals Organize your department with survey simulations and effective checklists **A Comprehensive Staff Development Program for AFDC, State of Oregon ,1980**

Occupational Health and Safety Management Charles D. Reese,2008-10-24 Developed to provide safety and health students with an understanding of the how tos of implementing an occupational safety and health initiative the first edition of Occupational Health and Safety Management soon became a blueprint for occupational safety and health management for the smallest to the largest sized companies Competently followin **Food Service Manual for Health Care Institutions** Ruby Parker Puckett,American Society for Healthcare Food Service Administrators,2004-11-08 Food Service Manual for Health Care Institutions offers a comprehensive review of the management and operation of health care food service departments This third edition of the book which has become the standard in the field of institutional and health care food service includes the most current data on the successful management of daily operations and includes information on a wide variety of topics such as leadership quality control human resource management communications and financial control and management This new edition also contains information on the practical operation of the food service department that has been greatly expanded and updated to help institutions better meet the needs of the customer and comply with the regulatory agencies standards **The Neurodivergent Job Candidate** Marcia Scheiner,Joan Bogden,2021-11-10 This book provides guidance on recruiting interviewing and onboarding practices that will allow employers to successfully hire neurodivergent professionals into inclusive competitive employment Today 35% of 18 year olds with an autism spectrum diagnosis attend college yet they have a 75 85% under employment and unemployment rate after graduation While organizations are looking to expand their diversity and inclusion hiring efforts to include neurodivergent professionals current recruiting and interviewing practices in general are not well suited to this With over one third of the US population identifying as neurodivergent employers need to address how to attract this talent pool to take advantage of a meaningful segment of the workforce Readers of this book will gain an understanding of how to guide their organizations through the creation of recruiting interviewing and onboarding processes tailored to neurodivergent professionals in any field Written by authors with extensive experience working in the corporate world and consulting with Fortune 1000 companies on autism hiring efforts this book is targeted at employers acknowledging their perspective Structured as a reference guide for busy recruiters hiring managers and supervisors this book can be read in its entirety in relevant sections as needed or used as a refresher whenever necessary This book also

provides a background on the thinking styles of autistic individuals giving the reader a deeper understanding of how to best support neurodivergent jobseekers

Effective Onboarding Norma Davila, Wanda Pina-Ramirez, 2018-09-18 Onboarding turns the key opening the door to talent development Investing in onboarding means investing in employee success and the business of the future Effective onboarding programs both increase and facilitate employee engagement and business results onboarding shortens the employee learning curve by increasing job knowledge If you need to design revise or expand your company's onboarding program Effective Onboarding offers a simple to follow path forward Talent development experts Norma D vila and Wanda Pi a Ram rez combine their significant consulting experience and the latest onboarding trends to create a single source for onboarding best practices job aids templates and checklists Also included are examples and stories based on real life situations the authors have encountered in their practice While many books about onboarding limit their approach to employee recruitment and selection this book is more comprehensive following employees through their first year on the job Effective Onboarding clarifies the differences between orientation and onboarding describes how to build a business case for your onboarding program and guides you to design implement evaluate and sustain the program that's right for your organization Effective Onboarding is part of a new ATD series What Works in Talent Development which addresses the most critical topics facing today's talent development practitioners Each book in the series is written for trainers by trainers and offers a clear step by step path to solve real issues

The Non-commercial Food Service Manager's Handbook Douglas Robert Brown, Shri L. Henkel, 2007 Finally the non commercial food service director has a comprehensive manual to aid them in their day to day operations This massive 624 page new book will show you step by step how to set up operate and manage a financially successful food service operation The author has left no stone unturned The book has 19 chapters that cover the entire process from startup to ongoing management in an easy to understand way pointing out methods to increase your chances of success and showing how to avoid many common mistakes While providing detailed instruction and examples the author leads you through basic cost control systems menu planning sample floor plans and diagrams successful kitchen management equipment layout and planning food safety and HACCP dietary considerations special patient client needs learn how to set up computer systems to save time and money learn how to hire and keep a qualified professional staff manage and train employees accounting and bookkeeping procedures auditing successful budgeting and profit planning development as well as thousands of great tips and useful guidelines The extensive resource guide details over 7 000 suppliers to the industry this directory could be a separate book on its own This covers everything for which many companies pay consultants thousands of dollars The companion CD ROM is included with the print version of this book however is not available for download with the electronic version It may be obtained separately by contacting Atlantic Publishing Group at sales atlantic pub com Atlantic Publishing is a small independent publishing company based in Ocala Florida Founded over twenty years ago in the company president's garage Atlantic Publishing has grown to become a

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How to Write Terrific Training Materials Jean Barbazette, 2013-04-17 Now you can access Jean Barbazette's systematic process for creating winning training materials that will help raise your skills to the next level The book is filled with easy to use tools and templates that answer all the questions trainers course designers and subject matter experts SMEs have about what it takes to develop training materials and how they can easily create the best training program in the shortest amount of time Jean is a master at providing her readers with new ideas and innovative approaches to the art of delivering excellent learning solutions Our field has gone through so many changes and Jean is on top of them and out in front all at the same time Bravo Beverly Kaye founder chairman of the board Career Systems International and coauthor of *Help Them Grow or Watch Them Go* Barbazette has done it again she has made your job easier with step by step guidelines for developing training materials Jean covers the entire process in her typical easy to follow manner simplifying the complicated and making you the hero Don't miss this one Elaine Biech ebb associates inc and author of *The Business of Consulting* Once again master trainer Barbazette has provided an elegantly simple step by step guide to what can often be the most tedious part of the training process writing training materials that support and expand a learner's results Both seasoned professional and newcomer will find this an easy to follow guide and valuable resource to be used over and over Eileen McDargh president McDargh Communications and author of *Talk Ain't Cheap It's Priceless* Barbazette is back to fill another gap in the training literature This extensive work on how and when to write training materials is chock full of templates and other tools Systematic and thorough this is an exceptional guide for those wanting to efficiently create successful training interventions Jane Bozarth Ed D eLearning Coordinator State of North Carolina and author of *Better Than Bullet Points*

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