

## 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
<b>PREARRIVAL</b>		
<b>Communicate Information</b> ___ Send Welcome Packet to new employee including: <ul style="list-style-type: none"> <li>• Welcome letter – confirming position, title, salary, Manager, when &amp; where to report (Elizabeth Andrade)</li> <li>• Lane Union Contract (if appropriate)</li> </ul> ___ 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	
<b>Set up appropriate schedule for training (See Appendix A)</b> ___ Banner Training ___ Technical Training (Procedures, forms, job specific skills) ___ Interpersonal Skills Training ___ Leadership/Management skills training	Manager initiate; staff assistant implement and coordinate	
<b>Prepare the work area</b> ___ Insure cleanliness and order of work area ___ Order... <ul style="list-style-type: none"> <li>• Basic supplies</li> <li>• Name plate, and business cards, if appropriate.</li> <li>• Procurement card, if appropriate</li> <li>• Office keys</li> <li>• Telephone installation and assign number (or complete change order)</li> </ul> ___ Arrange for computer and software installation	Staff Assistant	
<b>Assemble a NEW EMPLOYEE PACKET</b> ___ 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

**Jean S Clark, Rhia**



## **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

**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

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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

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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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