

Pulling Out the Red Carpet

Orientation Schedule

Things to Cover with New Employee	Scheduled Date/Time	Meeting Lead By
Review pay and benefits: <ul style="list-style-type: none"> • Provide overview of pay schedule and benefits. • Complete all necessary pay, benefits and taxation forms. 		
Provide an overview of the business: <ul style="list-style-type: none"> • Provide a brief description and history of the company. • Share company Vision/Mission statement. • Explain how new employee fits into the big picture (company structure). 		
Run through rules and/or policies: <ul style="list-style-type: none"> • Hours of work, breaks, meal times and overtime policy. • Policy on vacation, holidays and sick leave. • Dress code, uniform standards. • Health and safety issues. • Telephone usage policy. 		
Review job functions and expectations: <ul style="list-style-type: none"> • Provide and review job description. • Explain how training and performance evaluation takes place. • Explain who to report to and seek help from. 		
Do a "Walk-About": <ul style="list-style-type: none"> • Tour of work area, building and parking. • Introduction to supervisor and teammates. • Show employee when to get tools, supplies or help. 		
Meet with employee on an ongoing basis to answer questions and provide them with feedback.		