



## Sample Outline for New Employee Orientation

### New Employee Processing – 1<sup>st</sup> Day

1. Welcome new employee.
2. Supervisor should have new employee complete necessary pre-employment paperwork.
3. Discuss and explain appointment, benefits and other pertinent information with employee.
4. Administer Oath of Office.
5. Provide direction on obtaining identification cards.

### Orientation to Job/Work Procedures

1. Introduce employee to co-workers.
2. Conduct a tour of employee's immediate work areas/office.
3. Provide an overview of departmental functions (i.e. work performed, current and on-going initiatives, organizational structure, work flow, etc.)
4. Discuss the directive system and other relevant resources for information on policies, regulations and procedures.
5. Discuss the Agency's occupational safety and health program, with an emphasis on the employee's rights and responsibilities, emergency action plan and if applicable, location of material safety data sheets.
6. Use the new employee's job description to discuss employee's duties and responsibilities, also provide a copy of the job description to new employee.
7. Discuss and develop performance standards. Performance standards must be established within the first 30 days of employment.
8. Discuss the employee's role as supervisor, distribution of work assignments, expectations of employees, performance appraisals, IDPs, etc.
9. Discuss procedures for reporting for duty, if applicable, MaxiFlex, lunch hours, breaks, time and attendance reporting, requesting leave, delayed arrivals, closings, etc.
10. Designate another employee with similar duties and responsibilities to serve as an informal "mentor" to the new employee for a pre-established amount of time. This "mentor" will assist in acclimating the new employee to their new surroundings, work and safety procedures.
11. Provide a follow-up to initial orientation by meeting regularly with new employee during the first month to answer questions and to insure that employee is progressing in their assignment.