



Part of the Washington SBDC Podcast Series

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New Employee Orientation:

Think of orientation as a process, not an event. Done properly this process improves employee productivity and retention.

Plan for employee orientation:

- Prioritize information and be sure to **explain it over an adequate time period for proper absorption.** Some things can be taken care of during hiring or before the new staff member starts the job:
 - Preparation of essential documents.
 - Setting up email accounts and business cards.
 - Preparing an appropriate work station.
 - Informing other staff as to the orientation.
 - ✓ Make a list of the types of information the employee needs right away and prioritize it.
 - ✓ A serious discussion of retirement benefits and jury duty can be delayed for a few days.

- **Alert your existing employees as to their participation in the orientation**
 - This can be initiated with softer, more personal aspects like introductions to coworkers and supervisors, a tour of the business, and a 10 minute reception in the break room. A company t-shirt signed by all the coworkers may be appropriate.

- **Some important information for the first day**
 - Parking
 - ID card
 - Rules and company security

- Job responsibilities
- Salary, pay dates, and overtime policies
- **Assign a mentor to the new employee (a coworker or supervisor)**
 - Very important that the mentor have an overall positive attitude
- **Other important topics to cover**
 - Confidentiality Requirements
 - Grievance Procedures
 - Harassment Policy
 - Drug and Alcohol Policy
 - Telephone Procedures
 - Promotions
 - Performance Appraisals
 - Probationary Periods

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