

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: • 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... • 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

Joseph McDonald



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New Employee Orientation Training Karen Lawson, 2015-11-20 A well planned comprehensive orientation program benefits both organizations and employees Investing in new employees pays big dividends in performance retention and engagement But does your training program cover the essentials of making new hires feel informed prepared and supported Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees regardless of job level or function Her two day one day and half day agendas include the resources trainers need to deliver practical interactive sessions Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission You ll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Download a New Employee Orientation Checklist which has been adapted from the book and preview a sample activity PDF

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, 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 *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

Information Security Fundamentals, Second Edition Thomas R. Peltier, 2013-10-16 Developing an information security program that adheres to the principle of security as a business enabler must be the first step in an enterprise's effort to build an effective security program Following in the footsteps of its bestselling predecessor *Information Security Fundamentals Second Edition* provides information security professionals with a clear understanding of the fundamentals of security required to address the range of issues they will experience in the field The book examines the elements of computer security employee roles and responsibilities and common threats It discusses the legal requirements that impact security policies including Sarbanes Oxley HIPAA and the Gramm Leach Bliley Act Detailing physical security requirements and controls this updated edition offers a sample physical security policy and includes a complete list of tasks and objectives that make up an effective information protection program Includes ten new chapters Broadens its coverage of regulations to include FISMA PCI compliance and foreign requirements Expands its coverage of compliance and governance issues Adds discussions of ISO 27001 ITIL COSO COBIT and other frameworks Presents new information on mobile security issues Reorganizes the contents

around ISO 27002 The book discusses organization wide policies their documentation and legal and business requirements It explains policy format with a focus on global topic specific and application specific policies Following a review of asset classification it explores access control the components of physical security and the foundations and processes of risk analysis and risk management The text concludes by describing business continuity planning preventive controls recovery strategies and how to conduct a business impact analysis Each chapter in the book has been written by a different expert to ensure you gain the comprehensive understanding of what it takes to develop an effective information security program

Group Practice Personnel Policies Manual Courtney Price, PhD,1997 **Human Resource Management in Health Care** Charles R. McConnell,2019-10-10 Written for practitioners and students in health related disciplines this practical hands on guide to human resources covers such topics as recruitment compensation and benefits training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows The case study is resolved by the end of each chapter and includes expert commentary and practical suggestions that can be used in the real world Chapters also feature learning objectives questions for review and discussion key terms and spotlight on customer service Numerous examples sample forms and documents are also included The Third Edition includes new employment related legislation and case law including the Health Insurance Portability and Accountability Act HIPAA a new chapter on the impact and effect of social media more in depth and updated treatment of privacy and sexual harassment expanded discussion of succession planning and much more **Developing a Security Training Program** Joseph McDonald,2024-07-22 Developing a Security Training Program focuses on how to establish a comprehensive training program for a security department from the ground up This book highlights formal curriculum development consistent and continual training and the organizational benefits including how such security training will be a value add It s long overdue for the industry to revisit old security training models from the past to both general staff as well as to the dedicated security staff and professionals within organizations and examine and revamp such with a fresh perspective Given the current dynamic environment for businesses and the threats businesses face it is important that any such training consider all procedures and policies and be fully integrated into the company culture This includes maintaining an eye on budgetary and financial costs while recognizing the need to budget for more training resources to maintain resilience and adaptability to current challenges and future changes to the environment There is only one way to prepare your staff and that is through comprehensive and consistent training Developing a Security Training Program provides the blueprint and tools for professionals to provide ongoing targeted and comprehensive security training at a low budget friendly cost **Library and Information Center Management** Barbara B. Moran,Claudia J. Morner,2017-11-16 This essential single volume textbook supplies a comprehensive introduction to library management that addresses all the functions of management specifically within the ever evolving modern library environment Strategic planning Facilities management Leadership ethics

communication and motivation Human resources and staffing Change library development and innovation Marketing Measurement and evaluation Fiscal responsibility and control These are just some of the wide range of responsibilities and necessary skills of contemporary library managers not all of which are typically covered in detail in LIS educational programs Now updated and expanded for its ninth edition Libraries Unlimited's Library and Information Center Management is the core management text for library information science programs This latest text adds new information on grant writing as well as more about budgets marketing financial management assessment and evidence based management The authors include various real world examples from international settings to help readers understand and conceptualize the place of the library and information center in our global world Each chapter ends with two helpful sections that present numerous examples and opportunities to apply newly gained information Practice Your Skills and Discussion Questions Catalog of Training U.S. Fish and Wildlife Service,

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