New Employee Orientation Process

Orientation is a part of Onboarding which helps the new employees to get settled in the company on the very first day.

Employee Orientation is important as it can help in creating a great first impression in the minds of new employees, as new employees are anxious about their first day. They feel welcomed if there is a solid orientation program in place.

It helps the new employee to:

- Adjust to their new work environment

- Complete forms which are required by our law

- Learn about company policies

- Outline Expectations which helps them in saving time as they understand what is expected from them on Day One.

What all things should be included in any Orientation Program

Welcome the employee:

Once the new employee joins the orientation meeting, our focus should be on easing their anxiety. Having an agenda lined up for the next few days will help the employees to settle in quickly.

Share Digital Copy of Company Policies

- It should include:
  - Non Disclosure Agreement
  - Confidentiality Agreement
  - Non- Compete Agreement

- Provide resources for:
  - Leave Policy
  - Attendance Policy
  - Safety Guidelines
  - Data Security

Share how a **typical day works** in an office environment, when does an employee log in, what time are the breaks/lunch time scheduled and what is the logout time.

Share a **digital copy of the employee handbook** which includes all the policies that are to be followed in the company.

Formally **introduce them** to the team and then help them in setting up their workstation by **assigning a member of the IT team** who will help them in understanding company software and tools.