

Description

The purpose of the new employee orientation is to introduce the new employee to the company and to explain the company's purpose, scope and mission. This is an important day for the new employee, and the orientation should help create a sense of identity and a sense of pride in being a part of the organization.

Many issues need to be addressed at the time of the new employee orientation. New employees have a lot to learn about policies and procedures and everyday survival in the company. Often, the employee is overloaded, so it is up to the trainer to present all of this information in way that the employees' concerns are addressed and they are able to become productive in their new jobs.

Objectives

After your training program, the trainees should be able to:

- Introduce new employees to the company culture,
- Explain company policies, and
- Identify new employee concerns.

Audience

This training program is designed for individuals who may be required to conduct or participate in a new employee orientation. Even if the Human Resources Department presents the actual orientation, supervisors and managers must have a good understanding of company policies and procedures so they can answer employee questions.

Requirements

The following regulations may be relevant to this topic:

- 29 CFR Parts 1, 3-6, 24, 42 and 500-899 — Regulations concerning wages
- 29 CFR Parts 800-825, 1600-1699 — Regulations concerning the Equal Employment Opportunity Commission
- 29 CFR Parts 1900-1910 — Regulations concerning occupational safety and health