

NEW EMPLOYEE ORIENTATION

NOTE: All appropriate information must be discussed with each new employee.

Employee's Name: _____ SSN: _____

Job Title: _____ Date: _____

PERSONNEL DEPARTMENT: In order to avoid duplication of instruction, the information checked below has been given or explained to the employee by the appropriate department.

1. COMPENSATION AND BENEFITS

- Time clock/sheet card ()
- Payroll procedures ()
- Insurance program ()
- Sick benefits ()
- Tax withholding form ()
- Employment eligibility form ()

2. PROMOTIONS AND LEAVES

- Performance evaluations ()
- Promotions ()
- Vacations ()
- Holidays ()
- Absences-tardiness ()
- Jury duty ()
- Leaves of absence ()

3. GENERAL

- Personnel Handbook ()
- Drug and alcohol policy ()
- Disciplinary procedures ()
- Open door policy ()
- Parking ()
- Mission Vision/Statement ()
- Joint Commission ()
- Accreditation ()
- Infection control ()
- Reporting injuries ()
- Bulletin boards ()
- Fire safety ()
- Dress code ()
- Job descriptions ()
- Safety video ()
- Sexual Harassment Trn. ()

Other Applicable Items:

The above items have been explained to the employee.

Supervisor _____ Date _____

I understand the information presented.

Employee _____ Date: _____