



New Employee Orientation

***A New Way to Integrate Employees
into Our Organization***



ORIENTATION PASSPORT



Did You Know?

Employee retention is related to the success of the new employee's integration into the company during the first ninety days of employment.

Research shows that good orientation programs can improve employee retention by 25%.

Source: About.com

Unwanted employee turnover is costing U.S. companies more than **\$140 billion** annually. Source: Keep Employees Inc.

ORIENTATION PASSPORT



Orientation is an **EVENT**

Integration is a **PROCESS**



ORIENTATION PASSPORT



We Are Changing Our Approach

- Shifting from new hires being passive in the orientation process to being proactive.
- Providing consistency and discipline in our employee integration process.



ORIENTATION PASSPORT

Orientation Passport



- Self-directed tool that provides new hires with a way to learn about the organization, their work group and their job.
- They have 90 days to complete all tasks in the passport.





Why Use It?

- Reduces the need for taking the employees off the job for formal training.
- The employee absorbs the information when it is relevant.
- The employee demonstrates understanding and proficiency in each task.
- Provides legal documentation.





Examples of Employee Tasks

- Discuss why your company is in business and its future goals.
- Discuss Business Ethics and the Code of Conduct for employee behavior. Discuss how to report unethical behavior.
- Find out who you go to or call if you are harassed.
- Find out how quality is defined and measured in your work group.
- Explain how to report an Occupational Injury, Near Hit, or Property Damage.





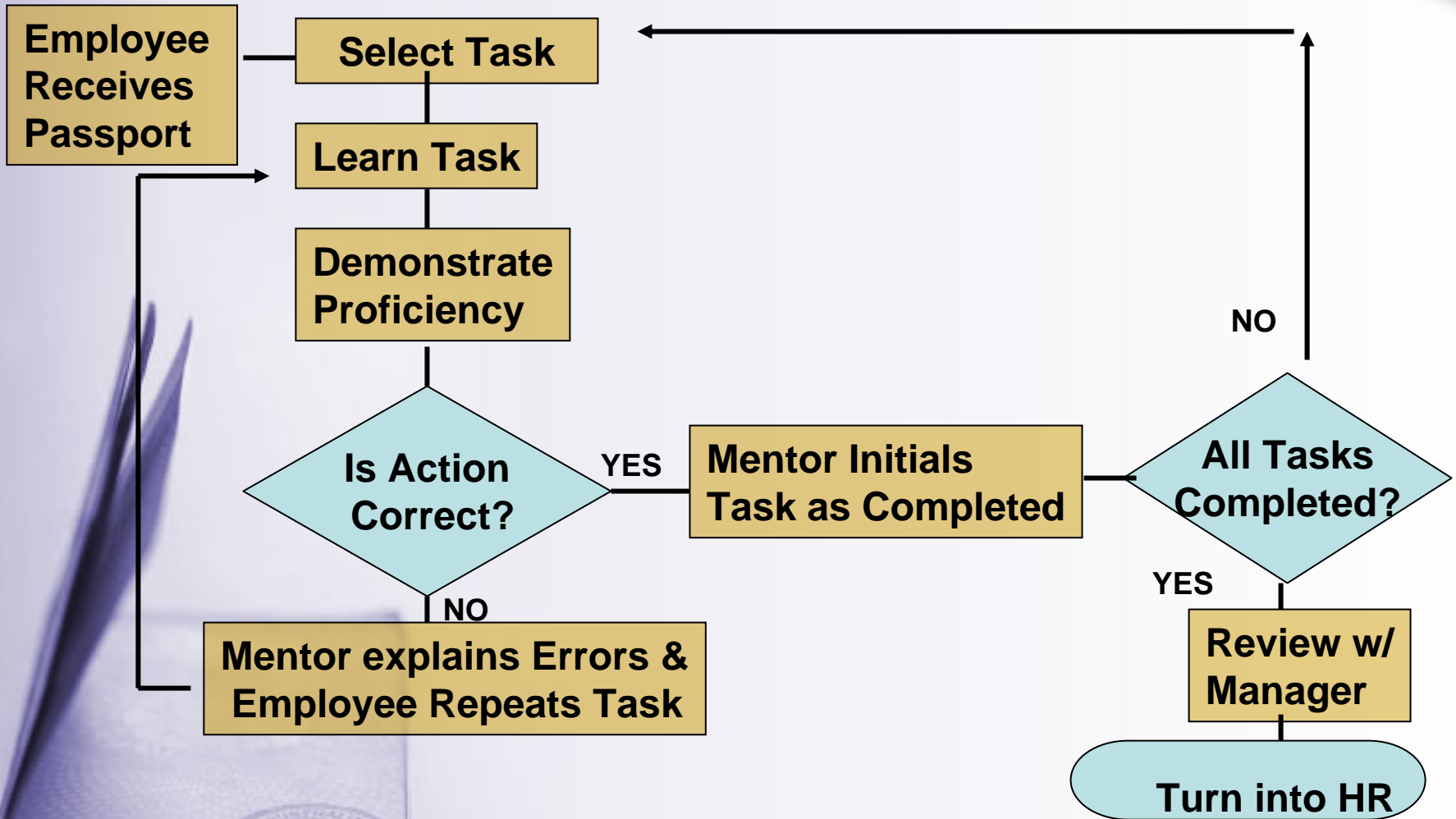
Examples of Manager Tasks

- Meet with each direct report. Have them explain their job to you, and their perceived strengths & weaknesses.
- Explain your role and expectations in the learning and development of your direct reports.
- Meet with your HR Rep and identify the steps for terminating an employee.
- Describe the process to hire or transfer an employee.
- Review Vacation Policy. Determine when employees are eligible for vacation. Detail how you track or record vacation time.





Process





How Employees Learn

- They talk to others about the task and find out how to accomplish it.
- They go to organization resources like the website or operations manuals.

When they can perform the task themselves, they demonstrate and get task initialed.





At the End of 90 Days

- Upon completion of all the tasks or 90 days, the employee and manager review the tasks in the passport.
- The manager dialogs with employee to evaluate their experience.
- Both sign off on the passport.
- The Employee receives a reward.
- The Manager turns the signed passport into Human Resources for filing in the employee file.





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At the end of the ninety-day period you and your manager sign below:

I have completed all the applicable tasks listed in this passport and the associated on-the-job training for my job.

Your Signature

Date

I verify that this employee has completed all the applicable tasks listed in this passport and the on-the-job activities required.

Your Manager Signature

Date



Provides Legal Documentation

- The Passport is documentation for compliance audits and other legal proceedings.
 - Employee demonstrated proficiency
 - 3 signatures (Mentor, Employee & Manager)
 - In a self-contained booklet, so it is admissible in legal proceedings.





Possible Culture Change

- Employees are given permission to network and explore the organization.
- They feel they can go up to leaders and ask questions.
- Leaders and other employees take time to answer these questions.

