

46 Elements of a Successful Orientation
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Preparation

1. Get the work area ready.
2. Tell the new employee where to park on the first day.
3. Ask new employee to bring employee eligibility information on first day, if the I-9 (Employment Eligibility Verification Form) hasn't already been completed.
4. Talk with current team members about the new employee's role and responsibilities; plan who will train what in the new employee's local orientation.
5. Send an e-mail or post an announcement for other work groups about the new employee's arrival.

On the first day; logistics and initial assignments

6. Personally welcome the new staff member when he/she arrives.
7. Describe the orientation plan for the first few days and, if the employee is benefit-eligible, tell the employee when the USU "New Employee Benefit Signup" will be held (call DeeAnn Christensen at 797-0122, or look on the HR website under benefits for next date).
8. Make lunch hour suggestions.
9. Describe parking options.
10. Give copy of new arrival e-mail or announcement to new employee.
11. Introduce co-workers.
12. Introduce "buddy" or mentor if buddy/mentor" system is used.
13. Show the new employee his/her work area.
14. Give a local tour including restrooms, mail room, kitchen, smoking areas, emergency exits, and emergency assembly points, etc. Provide a department or building map if possible.
15. Make request for keys, equipment, uniforms, name plate, etc.
16. Review building and workplace security procedures.
17. Show where to get or how to requisition supplies and equipment.
18. Show how to operate equipment for initial assignments.
19. Order business cards, if appropriate.
20. Describe regular meetings or other regularly scheduled items.
21. Distribute a staff list with telephone numbers, etc.
22. Allow time to set-up work space, voicemail, e-mail, etc.
23. Give initial work assignment. Keep it simple.
24. Meet with the new employee at the end of the day to answer questions and to find out how the day went.

In the first two days, explain a bit more

25. Explain why the job is important and how it relates to unit and University goals.
26. Review local organizational charts. Define department's function and interrelationships with other departments. Identify others in similar jobs. Review reporting structure(s).
27. Review the job description and performance standards.
28. Review work schedule: lunch, breaks, timekeeping system.
29. Describe who and how to notify about sick or vacation days.
30. Discuss overtime needs and assignments.
31. Review how often to check in about assignments; when and how to ask for help.
32. Describe types of assistance available; buddy, local procedure manuals (USU policies are on the Human Resources website).
33. Arrange meeting time with "buddy."
34. Define dress code: what is too casual.
35. Define work space neatness and decorating limits.
36. Review policy on personal telephone calls.
37. Review policy on visitors.
38. Review how to handle confidential information.
39. Review safety/accident procedures; first aid supplies; how to report hazards.
40. Review emergency assembly point, fire alarms, extinguishers.
41. Show how to send and where to receive US and on-campus mail.

In the first week

42. Describe and plan the performance appraisal process, informing new employee about the "Introductory Period of Employment," USU Policy 395.
43. Review wage and salary administration process.
44. Meet daily to answer questions and to find out how the day went.
45. Inform new employee about personal files, and what will be in the file.

Schedule periodic progress reviews

46. After the new employee's first week, set a regular schedule to meet. Discuss items from the "New Employee Benefit Signup" orientation, ask for the employee's assessment of how the orientation process is going, and identify specific support you can provide.