

We are looking for ideas to revamp our new employee orientation. (The very first day the employee reports to work)

I would like to know how everyone handles new employee orientation.

- How long do you have it scheduled for? (an hour, half day, full day, etc.)
- What do you cover during the orientation?
- Is anyone else involved in the orientation besides HR, such as Safety Manager, Executives, managers, etc.
- Do you give your new hires any welcome gifts? If so, what do you give?
- Do you do anything interesting or fun to keep the new employees interested versus the review of policies and signing of paperwork that can get boring (info overload)?
- Do you have specific days when you onboard new employees in groups or do you do them singly as they are hired?

We run through the basic training that pertains to our company policies and the job that the individual will be doing, as well as all safety training related to their job.

- How long do you have it scheduled for? (an hour, half day, full day, etc.) [Half day](#)
 - What do you cover during the orientation? [HR paperwork, employee handbook, safety overview, benefits overview, tour of plant by VP, Lean overview, lunch with President](#)
 - Is anyone else involved in the orientation besides HR, such as Safety Manager, Executives, managers, etc. [HR Director, HR Generalist, EHS Director, VP of Production, Lean Director, President](#)
 - Do you give your new hires any welcome gifts? If so, what do you give? [T-shirt with company logo, spiral notepad, pen](#)
 - Do you do anything interesting or fun to keep the new employees interested versus the review of policies and signing of paperwork that can get boring (info overload)? [We do a tour in the middle so that they can get an indepth look at all areas of the company and see the work flow](#)
 - Do you have specific days when you onboard new employees in groups or do you do them singly as they are hired? [Every other Monday](#)
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How long do you have it scheduled for? (an hour, half day, full day, etc.) [Full Day](#)

What do you cover during the orientation? [Agenda for New Hire Orientation](#)

Safety Review & Base Hearing Test
Completion of Paperwork
Completion of I-9 (HR review of documents)
About the Company
Corporate Policies & Procedures
> Open Shop & Open Door
> Non-solicitation (Union Avoidance)
> Social Media
Plant Policies & Procedures
> Attendance – review policy in detail
> Positive Counseling
> Quality Policy & Counseling Guidelines
> Dress Code
> Tobacco-Free Policy
> Plant Seniority
> Internal Job Postings
Performance Management
> Hourly Progression Pay Scale
> Progression Pay Guidelines
> 30-60-90- Day Training Evaluations
> Off-Cycle Progression Increases
> Annual Reviews / Merit Increases
Benefits Review
Payroll
> Pay Policy
> Time Reporting
> Pay Schedule
> Overtime Scheduling
Environmental, Health & Safety (HR's take on Safety)
Open Door Policy (one last reminder)

Is anyone else involved in the orientation besides HR, such as Safety Manager, Executives, managers, etc. [Safety Leader](#)

Do you give your new hires any welcome gifts? If so, what do you give? [A company pen to sign documents with during orientation](#)

Do you do anything interesting or fun to keep the new employees interested versus the review of policies and signing of paperwork that can get boring (info overload)? [No, but I allow food and drinks and frequent breaks.](#)

Do you have specific days when you onboard new employees in groups or do you do them singly as they are hired? [Mondays, preferably the start of a two-week pay period.](#)

First we have a safety walk through which is done by a peer in the dept. the new hire is going to. Then we let them work for the rest of their shift to get used to the noise, the environment, the terminology, etc.

Sometime during their 1st 2 week period, we gather any other new hires for orientation which will include all the paperwork, the benefits, the OSHA compliance what other training will be coming their way. Ie, hand jack use, overhead crane, forklift certification, etc.

We have learned that new hires love to be together so the brave ones can ask the questions for the quieter ones. They also enjoy the stories of the past of our company. We try to make it light, but yet get them to understand we are serious about the things we are teaching them. Group orientations are best. We then circle back to them individually for forms or other questions they may have. By that time the dept. manager has explained several things about how our job tickets are read, how promotions happen, etc. By that time, they should have had the additional training needed to be able to work in all positions in their dept. If something gets missed this is the time to catch it.

Just making them comfortable to approach HR with questions is my goal. At least they will have a place to turn if they feel lost.

We do give them freebies with the company name on it. Most of us have company jackets and the new hires really want one, but they have to wait for the time to come around again to place an order, so we have cozies, tape measures, phone holders, etc. Things we have used for our customers over time. They feel part of the company if they get something with our logo on it.

Good luck, keep it light you'll do great.

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- 1) Employees spend at least a full day in orientation. 2 hours of paperwork and policy orientation, tours and introduction, two hours in productivity training (classroom style) and 3 hours of safety videos. Depending on position a second day is spent job shadowing in various departments.
 - 2) We cover employment paperwork, policy orientation, benefits, tours & introductions, lunch w/ supervisor, and safety training.
 - 3) HR leads most of onboarding, our productivity manager leads two hours of classroom training. Supervisor leads all OTJ training after orientation.
 - 4) We give a pen and an engraved travel mug to new hires.
 - 5) Nothing exciting.
 - 6) We conduct orientation as hired, but always on Tuesdays.
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- How long do you have it scheduled for? (an hour, half day, full day, etc.) [45 – 60 Minutes](#)
 - What do you cover during the orientation? [Benefits, PTO, Review of Company Handbook, Key Assignment, Non-Disclosure Agreement, Salary Review](#)
 - Is anyone else involved in the orientation besides HR, such as Safety Manager, Executives, managers, etc. [No](#)
 - Do you give your new hires any welcome gifts? If so, what do you give? [No welcome gifts.](#)
 - Do you do anything interesting or fun to keep the new employees interested versus the review of policies and signing of paperwork that can get boring (info overload)? [No](#)
 - Do you have specific days when you onboard new employees in groups or do you do them singly as they are hired? [Singly as Hired](#)
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- How long do you have it scheduled for? (an hour, half day, full day, etc.) - [Typically 1 hour on their first day](#)
 - What do you cover during the orientation? - [Benefits, policies, tour of facility, access to the building](#)
 - Is anyone else involved in the orientation besides HR, such as Safety Manager, Executives, managers, etc. - [After HR they go to their supervisor for department training](#)
 - Do you give your new hires any welcome gifts? If so, what do you give? - [Yes, items with our logo on it \(pen, post it, mug, water bottle, paper and a book related to our business practices\)](#)
 - Do you do anything interesting or fun to keep the new employees interested versus the review of policies and signing of paperwork that can get boring (info overload)? - [Not at this time but are looking at ideas to revamp our onboarding process day 1, day 30, 60, etc.](#)
 - Do you have specific days when you onboard new employees in groups or do you do them singly as they are hired? - [Singly as hired but looking for improvements here too](#)
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Somewhat related to the onboarding question would be follow-up. I would always take a new employee to lunch after two weeks to see how they were feeling about their position and their choice of our company. Two weeks isn't a hard time period but checking in with a new hire to see if there are any issues is very valuable. Whomever does this should have some questions in mind regarding the employee's thoughts about their choice to come on board as well as how they are being trained and treated. They also need to be able to put the employee at ease so they will speak honestly. These "chats" can be a good way to correct any concerns on the employee's part, note issues that HR should be aware of or simply just let the new hire know the company cares about them.

Employee orientation is done as a group for all new hires for the new pay period and consist of two days completed on a Monday and Tuesday.

Orientation consisting of the following:

- Welcome
- Values & Mission of the organization and how it relates to the organization, department and individual goals
- The five strategies of the organization
- General awareness around performance and outcomes
- Quality and Safety
- Communication channels
- Creating great experiences – “Guided by Great”
- Human Resources – compensation & benefits
- Medical plans, options and benefit assistance
- Resources – Code of Conduct
- Assess to system information
- Appearance policy
- Health Insurance, employee assistance and health services
- Paid time off, PTO and Sick Time accrual
- Lunch, breaks and absenteeism
- Emergency codes
- Completion of all mandatory safety computer based learning classes

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- How long do you have it scheduled for? (an hour, half day, full day, etc.) [Half day](#)
 - What do you cover during the orientation? [Emergency contact information, goals and objectives of company and their department, work schedule, introductions, Payroll related requirements and policies, introduce work station \(comp sftwr, ID's, passwords, etc.\), tour, keys if necessary, lunch arrangements.](#)
 - Is anyone else involved in the orientation besides HR, such as Safety Manager, Executives, managers, etc. [Yes, Owner, Supervisor, HR](#)
 - Do you give your new hires any welcome gifts? If so, what do you give? [Yes, company T-shirt.](#)
 - Do you do anything interesting or fun to keep the new employees interested versus the review of policies and signing of paperwork that can get boring (info overload)? [Tour, lunch as referenced above.](#)
 - Do you have specific days when you onboard new employees in groups or do you do them singly as they are hired? [Singly](#)

We do a 1 hour office/ paperwork orientation prior to first day. On the first day the employee does another orientation on the floor with tours and details of expectations, job details with a bindery or web lead representative.

We try to do orientations in groups but not always possible.

We do not have gifts or fun ideas.

- How long do you have it scheduled for? (an hour, half day, full day, etc.) Orientation is usually 2-3 hours the morning of the first day
 - What do you cover during the orientation? We review history of company, policies and procedures, using our absence phone line, benefits, safety
 - Is anyone else involved in the orientation besides HR, such as Safety Manager, Executives, managers, etc. HR does the initial orientation then each department has different practices depending on the role of the individual. They may job shadow someone the first day, or in our bindery, they will work with a machine operator who will provide direction.
 - Do you give your new hires any welcome gifts? If so, what do you give? A bag with goodies that vary, but company pen, paper, stress ball, water bottle or coffee cup are some items. Office staff company t-shirt as well.
 - Do you do anything interesting or fun to keep the new employees interested versus the review of policies and signing of paperwork that can get boring (info overload)? We do a combination of video presentation and power point presentation.
 - Do you have specific days when you onboard new employees in groups or do you do them singly as they are hired? As hired unless we have a group that we can combine
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