

# Index

## **Activities:**

Assembly Line: 93-96  
Breakfast with the Boss/Meet Upper Management: 70  
Customized Crossword Puzzle: 70  
Demonstration of Product: 70  
Elevator Speech: 82-83  
Facility Tour: 76  
Fun Facts: 70  
Introductions/New Acquaintances: 80-81  
Interviews with Supervisors/Peers: 70  
Orientation Bingo: 76  
Orientation Quiz: 76, 84-85  
Scavenger Hunt: 76  
Signature Game: 77-79  
Skill Training: 70  
Socializing Session: 76  
Tool for finding Different Departments: 88-90  
Values & Benefits Cards: 91-92  
Value to communication skills: 93-94

## **Administrative Assistant:**

Meeting (One Day Session): 68

## **Advisory Board:**

Checklist: 9

## **Announcement Letter:**

Of Buddy: 126  
To Co-Workers: 127

## **Benefits:**

Checklist: 11

## **Buddy:**

Announcement Letter: 126  
First Day Activities: 105  
Preparation for First Day -Assignment of: 103

Meeting (Half Day Orientation Session): 70  
Survival Guide for Temporary Employee: 133

## **Checklists:**

Benefits: 11, 54  
Buddy: 38  
Experienced Employees Interview Questions: 14  
First Day Activities: 105  
Forms Completion: 53  
Guest Speakers: 97  
How to include families: 99  
Human Resources:  
    First Day: 30-31  
    First Week: 31-32  
Important Information: 149-150  
Materials to send Prior to First Day: 104  
Mentor: 42  
Mentor Job Description: 40  
Online Orientation: 48  
Orientation Advisory Board Checklist: 9  
Orientation Developer's Master Checklist: 6  
Orientation Content: 20-26  
Orientation Objectives: 18-19  
Other Information: 151-152  
Personal Safety and Security: 56  
Preparation for First Day: 103  
Preparation for a Specific Orientation Event: 75  
Retention checklists: 58-62  
Safety Information: 147  
Self-Directed: 36  
Self-Directed through the Internet: 47  
Specific Events: 75  
Supervisor: 33  
Target Population: 12

**Checklists** *(continued)*

## Temporary Employees:

- Fast Track Welcome: 131-132
- Preparation for Temporary Employee: 132
- Safety Considerations: 134
- Survival Checklist: 133
- Work Assignments: 135
- Tour: 98
- Tour, Survival Guide: 153
- Written materials: 51

**Computers:**

- First Day Preparation: 103
- First Day Work Assignments: 107
- Human Resources Checklist (First Day): 30-31
- Training during Orientation Day Two: 74
- Temporary Employee Access: 132

**Conflict of Interest:**

- Afternoon Session (Day One – Large Group – Quarterly): 73

**Content Checklist:**

- Attendance: 23
- Benefits: 22
- Best timing for content: 20
- Checklist codes: 20-21
- Health and safety: 23
- Internal communications: 24
- Leave and holidays: 23
- Organization: 21
- Performance: 25-26
- Personal comfort: 25
- Professional development: 22
- Security: 24
- Transportation: 25
- Who delivers information: 20

**Compensation:**

- Afternoon Session (One Day – Large Group): 71-72

**Corporate Overview:**

- Morning Session (Day One – Quarterly): 73

**Employee residence:**

- Materials sent to (Half Day Orientation Session): 69
- Materials sent to prior to First Day: 104

**Evaluation Forms:**

- Orientation Benefits Indicators: 118
- Orientation Objectives – by employee: 113;
- Orientation Objectives—by supervisor: 114;
- Orientation Objectives—by Human Resources 114

Orientation Practices Survey: 2

Representative: 114

Post Orientation Evaluation – by employee: 116;

Post Orientation Evaluation—by Supervisor: 117

Program Evaluation – by employee: 111-112

**Expense Accounts:**

Afternoon Session (Day Two – Large Group – Quarterly): 74

**Experienced Employees:**

Interview Questions Checklist: 14

**Families:**

Checklist to include, in Orientation Meeting: 99

**First Day:**

Activities: 105

Materials to Send Before the First Day: 104

Preparation: 103

Work Assignments: 107

**Guest Speakers:**

Checklist for Orientation: 97

**Health Benefits:**

Employee First Day Preparation: 104

Human Resources Checklist: 31-32

Morning Session (One Day – Large Group): 72

Orientation Checklist: 22

**How to Be Successful: 144****Human Resources:**

Human Resources Administrator: meeting with (One Day Session): 67

Human Resources Administrator: meeting with (Half Day Session): 69

Human Resources: (Two Day Session – Afternoon Day Two): 74

Orientation Evaluation Form (By Human Resources Representative): 114

Welcome Letter: 121

**Human Resources Checklist:**

First Day: 30-31

First Week: 31-32

**Job Description:**

First Day Preparation: 104-105

**Letters:**

Samples of:

Announcement to Co-Workers: 127

Buddy Announcement: 126

Mentor Invitation: 128

Notice of Orientation Meeting: 123

Orientation Evaluation Follow-Up: 125

- Pre-Employment Materials: 124
- Welcome from CEO: 119
- Welcome from Human Resources: 121
- Welcome from Supervisor: 122
- Meetings:**
  - Administrative Assistant Meeting: 68
  - Buddy Meeting in Half Day Orientation session: 70
  - For First Day Work Assignments: 107
  - Human Resources Meeting: 67, 69, 74
  - Sample Meeting Schedules: 65-66
  - Supervisor Meeting: 67, 70
  - With Welcome Committee: 69
- Mentor:**
  - Mentor Job Description: 40
  - Mentor Checklist: 42
- Objectives: 18—19**
  - Attitude Objectives: 19
  - Knowledge Objectives: 18
  - Skill Objectives: 19
- Online Orientation: 48**
- Orientation Practices Survey: 2-4**
  - Content: 2
  - Evaluation: 3
    - First Day: 3
    - Methods: 2
    - Planning: 2
  - Scoring Survey: 4
- Policies & Procedures:**
  - Morning Session (One Day – Large Group): 71-72
- Preparation for First Day:**
  - Assignment of Buddy: 103
  - Checklist for: 103
  - Checklist Content: 132
  - For Temporary Employee: 132
  - For Health Benefits Information: 104
  - Of Office/Work Area: 103
- Questions:**
  - Afternoon Session (One Day – Large Group): 71-72
  - Afternoon Session (Two Day – Large Group): 73
  - Commonly Asked Questions:
  - Safety Q & A: 74
  - Typical New Employee Questions: 16
- Retention Checklists:**
  - One-Month Retention Checklist: 59
  - Three-Month Retention Checklist: 60
  - Six-Month Retention Checklist: 61
  - Twelve-Month Retention Checklist: 62
- Safety:**
  - Checklist information: 147
  - Checklist for Temporary Employees: 134
  - Emergencies: Afternoon Session (One Day – Large Group): 71-72
  - First Day Activities: 105-106
  - First Day Work Assignments: 107
    - Q & A, in Large Group Meeting: 74
  - Survival Guide Safety Information: 147
  - Temporary Employees Considerations: 134
- Scavenger Hunt:**
  - Afternoon Session (One Day – Large Group): 71-72
  - Scavenger Hunt: 76
- Schedule Samples:**
  - One-Day Session (One Person): 67
  - Half-Day Session (One Person): 69
  - One-Day Session (Large Group – Monthly Meeting): 71
  - Two-Day Session (Large Group – Quarterly Meeting): 73
- Security:**
  - Afternoon (One-Day Session—Large Group): 71-72
  - Personal Safety and Security Checklist: 56
- Self-Directed Orientation:**
  - How to Design: 45
  - Through the Intranet: 47
- Stages of Employee Development: 142**
- Supervisor:**
  - First Day Preparation: 104
  - First Day Activities (Lunch): 105
  - Meeting (One Day Session): 67
  - Meeting (Half Day Session): 70
  - Orientation Evaluation Form (by supervisor): 114
  - Post Orientation Evaluation Form (by supervisor): 117
  - Supervisor Guidelines (Guest Speaker Checklist): 97
  - Supervisor for Temporary Employees: 132-133
  - Welcome First Day: 105
  - Welcome Letter: 122
- Surprises at Work: 143**

**Survival Guide:**

Accident Procedures: 148  
Common Questions: 139  
How to Handle Being New Person: 141  
How To Be Successful:  
- Be Prepared for Differences: 144-145  
- Be Yourself: 146  
- Manage Expectations: 143  
- Planning: 145  
- Team Player: 146  
Important Information: 149-150  
Normal Concerns: 138  
Other Information: 151-152  
Personal Safety: 148  
Planning & Prevention: 147  
Safety Information: 147  
Stages of New Employee Development: 142  
Surprises at Work: 143  
Temporary Employees Guide: 133  
Tour: 153  
Training: 147-148

**Target Population:**

Checklist: 12

**Temporary Employees:**

Fast Track Welcome Content: 131  
Preparation Checklist Content: 132  
Safety Considerations: 134  
Survival Checklist: 133  
Work Assignments: 135

**Tour: 98**

Area Locations: 98  
First Day Activities: 105,107  
Human Resources Checklist: 30-31  
Morning Session (One Day –  
Large Group): 71  
Orientation Activity: 76  
Survival Guide Tour: 153  
Temporary Employee Fast Track: 132

**Welcome:**

Fast Track Welcome for Temporary  
Employees: 131  
Morning (One-Day Session): 71-72  
Morning (One Day Session –  
Large Group): 71-72  
Morning (Two Day Session –  
Morning Quarterly): 73

**Welcome Committee:**

Meeting with (Half Day Session): 69

**Work Assignments:**

Completion of Business Process: 107  
One-Day Session: 68; Half Day  
Session: 70  
Temporary Employees: 135  
First Day Activities: 105

**Written Materials: 51**