

## **ORIENTATION PROCESS**

**New Employee Orientation is conducted by the Benefits Coordinator or the Human Resources Director.**

- Employees are scheduled for the new hire orientation/on boarding process.
- Arrangements are made to discuss the Orientation, or discuss the PowerPoint presentation via net meeting

## 5. While In Orientation

- a. Introduce yourself and have class to introduce themselves and what department they will be employed in
- b. Give them their new hire packages and