

Orientation Materials Checklist

Human Resources
Orientation Facilitator

- Orientation scheduled with New Hire
- Orientation Materials gathered prior to New Hire's orientation
 - NOTE:** These materials are employee-specific and located in Hiring Manager's Orientation Manual
 - Includes Orientation Test with answers (For Orientation Facilitator ONLY)

NOTE: These Documents used in conjunction with Video Orientation.

- Employee Handbook (Latest version)
- System Buster Book
- Job Description (New Hire specific)
- Daily Routine Checklist (New Hire specific)
- Daily Routine Checklist of other employees (Show examples for comparison)
- Materials Requisition Document in System100 (Department specific)
- Job Ticket (Sample of latest version)
- Quality Control Checklist (For each operation performed by New Hire)
- History of (OUR INDUSTRY) (For home reading)

■ New Employee Orientation Packet HR-1028 (See Human Resources Department set up in PDF format)

- Mission Statement GM-016
- Code of Ethics GM-017
- Profile of Ideal Employee HR-1014
- 100% System of Cleanliness GM-015
- Employee Statement HR-1011
- Organizational Flow Chart GM-008
- Policies requiring new hire's signature:**
 - Checklists Use HR-1033
 - Computer Use HR-1041
 - Overtime HR-1034
 - Personal Phone Calls/Cell Phones HR-1032
 - Rework Due to Error HR-1037
 - Vacation HR-1031
 - System Buster / Corrective Action Submitting HR-1022
 - Employee Handbook Receipt HR-1035
- System Buster (CAPA)- Hard Copy from System100
- Orientation Test HR-1010
- New Employee Orientation Checklist** HR-1013, P1 & P2