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## EMPLOYEE ORIENTATION

Joining a new company is both an exciting and a nerve racking experience. New employees often feel overwhelmed by all the information they need to acquire in a short period of time. Company overview, code of conduct, information systems, policies and procedures all contribute to information overload and hinder retention of information. Many times the only way new employees obtain information about their company is through informal conversations with other employees or by trial and error on the job.

JeMM Consultants' employee orientation session offers alternative ways to induct new employees and helps your organization to:

- ◆ Present essential company information in a timely manner
- ◆ Deliver consistent messages to all new employees
- ◆ Improve productivity by addressing personal information requirements so that work focus can begin
- ◆ Relieve immediate supervisors of time and effort involved in one-on-one orientation
- ◆ Increase employee retention
- ◆ Engage and motivate new hires by giving them a warm welcome

### BECOMING ACQUAINTED

This one-day orientation session gives new employees the opportunity to become familiar with their new company and ask those questions not asked or answered in the interviewing process. This session is customized to your organization and addresses areas such as:

- ◆ Meet the company executives
- ◆ Get to know people in your department
- ◆ Ask questions to the panel
- ◆ Meet human resources
- ◆ Listen to speakers from company departments
- ◆ Learn about internal communications
- ◆ Code of conduct expectations
- ◆ Information systems
- ◆ Learn the dress code
- ◆ Management hierarchy
- ◆ Benefit plans
- ◆ Do I have a mentor/buddy?
- ◆ Annual review and performance appraisals
- ◆ Rewards and recognition programs
- ◆ Policies and procedures handbook

*Becoming Acquainted* is designed for new employees. It requires minimal time commitment from company executives, human resources, training personnel and departmental subject matter experts responsible for new employees. We strongly encourage participation from human resource managers as this session will assist them in understanding the issues for new staff. This insight is invaluable for determining additional information requirements as well type of individuals the organization requires.