

New Hire Orientation is a great way to help new employees feel welcomed, integrated into the organization, and ready to begin performing in their jobs. Within every organization, a core of information exists that needs to be shared with every new hire. Depending on the level of the job, some components might vary, but overall, New Hire Orientation should serve to help new employees make the leap from outsider to insider.

Top leadership and other departments should be involved whenever possible during the onboarding process. Doing so will help your employee have a better understanding of the company's structure, values, and culture from day one as well as help them get to know other employees.

Here are some key things to do and cover during new hire orientation:

WHAT TO COVER			
What	When	Who (recommended)	Details
The Basics	Day 1	Human Resources or member of your Admin Team	<ul style="list-style-type: none"> ✓ New Hire Paperwork ✓ Compensation and Benefits ✓ Drug Testing ✓ Building access/Parking arrangements ✓ Key policies in your Employee Handbook such as: <ul style="list-style-type: none"> ○ Time and attendance ○ Dress Code ○ Harassment Policy ✓ Safety and accident prevention
Job-Specific Details	Days 1-3	The new hire's department head or direct manager	<ul style="list-style-type: none"> ✓ Introduction to each team member and what they do ✓ Job specific policies, procedures, and rules ✓ How to request time off ✓ Who their trainer or mentor will be ✓ How the employee's role fits in with other team roles
High-Level Overview	Days 1-30	CEO, member of the Executive Team, manager, or Human Resources	<ul style="list-style-type: none"> ✓ Brief Introduction and history of the company ✓ Mission, vision, and value statements ✓ An introduction to the company's key leadership ✓ Short industry overview ✓ Highlight company's current goals ✓ Explanation of how new employees fit into the bigger picture