**Orientation Schedule Sample**

**Employee Name**

**Dates (some time Orientation can last 2 weeks or more)**

|  |  |  |
| --- | --- | --- |
| **Activity** | **By Whom** | **Time and Date** |
| Welcome Coffee/Tea | Staff All | First Day first activity |
| Introduction to ambassador | ambassador and Human Resources or Manager | First Day |
| Tour of facility and work area | ambassador | First Day |
| New Hire Paperwork  Welcome gifts and kit  List of the required information needed for benefits and payroll, passwords and codes for access to systems | Human Resources | First Day, morning |
| Security Photo | Human Resources or Security | First Day |
| Time in the job with manager or supervisor | Ambassador escort | The afternoon of the first day |
| Wrap up the first day | Ambassador and Human Resources |  |
| Schedule 30-day review of process and training | Human Resources |  |

**Orientation**

**Employee name and date**

|  |  |  |
| --- | --- | --- |
| **Activity** | **By Whom** | **Time and Date** |
| Required Training  Safety mandatory  Human Resource | Trainers designated - ambassador introduced and brought to training areas | Day 2 Morning 3-4 hours  Schedule times |
| **Day 2** |  |  |
| On the Job training | Shift, fellow employees, ambassador, and supervisor | Afternoon |
| **Day 3** |  |  |
| Company overview of values, ethics, history | Top manager, an official at the site, or designee | Morning of Day 3 |
| On the job training | Ambassador or trainer | The afternoon of Day 3 |
| **Day 4** |  |  |
| Benefits Orientation, policies, procedures, and sign-offs on required documents | Human Resources | Morning of Day 4 |
| **Day 5** |  |  |
| Complete any missing Training and forms | Human Resources and check with payroll and ambassador | Morning of Day 5  Assigned to job |
| Quick wrap up of the week | Human Resources | Afternoon Day 5 |