

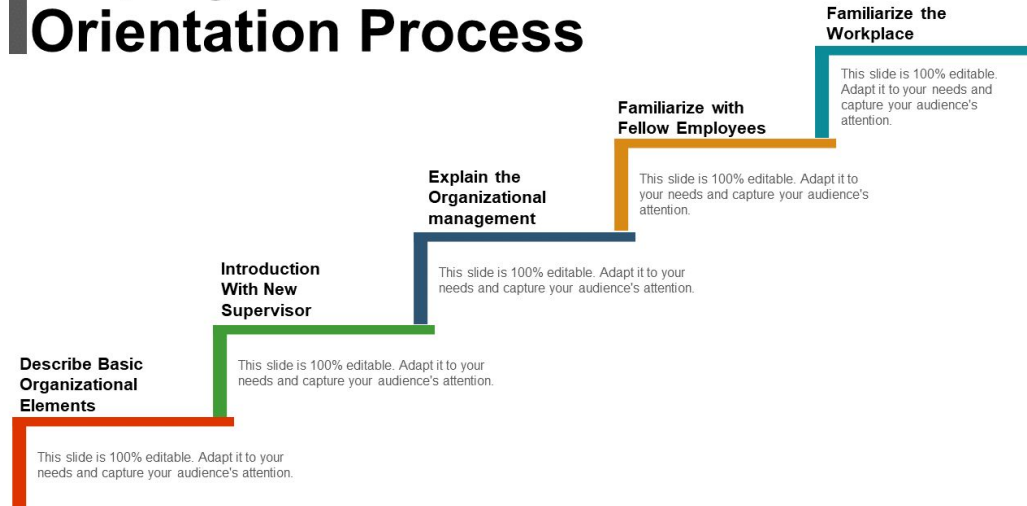
Employee orientation template



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- **Employee orientation** is the process of acquainting newly hired employees with their new environment.
- It provides employees with the fundamental organisational information they need to feel prepared for their new team, department, and role within the company.

Employee Orientation Process



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Key Elements of new employee orientation :

- Greetings.
- Compensation/benefits.
- Paperwork.
- Attendance/leave.
- Safety/security.
- Conduct.
- Education.

Employee Orientation Methods



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Purpose of new employee orientation:

- Encourages employee confidence and assists new employees in adapting to the job more quickly;
- contributes to a more effective, productive workforce;
- improves employee retention;
- Encourages interaction between the supervisor and the new employee.



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Employee orientation benefits:

- An orientation programme helps new employees become acquainted with their surroundings and expectations.
- Establishing a sense of comfort and familiarity.
- These newfound feelings typically allow the employee to be more confident and positive about their work and environment, increasing the likelihood of success.

Employee Orientation Benefits

Benefits to Employees 	Benefits to Organization 
<p>Become familiar and comfortable with their job roles.</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>	<p>Improve employees retention.</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>
<p>Attain Information about Company culture and Sources</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>	<p>Enhanced Productivity</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>
<p>Building Network Relationship</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>	<p>Increase visibility of new hires.</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>
<p>Align expectations of jobs and careers.</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>	<p>Improve In House Communication</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>
<p>Feel engaged and valued.</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>	<p>Improve customer satisfaction.</p> <p><small>Adapt it to your needs and capture your audience's attention.</small></p>

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- **Induction training** in human resource development introduces new employees to their new profession or job role within an organisation.
- Induction training, a type of systematic training, familiarises and assists new employees with their employer, workforce, and job design.

Four Cycle Design Process of Employee Orientation Program



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FAQs

What are the phases of employee onboarding ?

- Preboarding. There's a lot to learn once you've accepted your offer letter and begin your new job on day one.
- Employee onboarding and welcome.
- Training.
- Make the transition to the new role.

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What are the basic rules of employee orientation?

- Clarification.
- Compliance.
- Connection.
- Culture.

What are the strong points of a new employee orientation?

- Reduced stress and anxiety
- Increased commitment to the organization
- Increased productivity
- Less mistakes
- Decreased turnover
- Positive relationship amongst colleagues and managers.

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