

Section/Number: Human Resources – 013	Approval Date: (DD/MM/YY)
Subject: Orientation	Amendment Dates:
<p>Policy</p> <p>All new employees will be provided with an orientation program that is designed to assist the employee to transition to the work environment and reduce the stress commonly associated with starting a job with a new employer.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO) or his/her delegate is responsible for introducing the employee to the work group and work place on the employee's first day of work. 2. The SAO/delegate will discuss basic policies, procedures and pertinent work place rules on the first day of work. 3. The SAO/delegate will arrange for a documentation session to take place as soon as possible after the employee has started work. <ol style="list-style-type: none"> 3.1. The documentation session will include a review of, and sign up for, any benefits, allowances, insurances and deductions required of the employee. 4. The SAO/delegate will review the mandate, roles and responsibilities of the Company with the new employee. 5. The SAO/delegate will also make arrangements for the employee to attend any additional orientation sessions. 	
<p>Attachments</p> <p>Sample Orientation Table of Contents and Sign-off Sheet</p>	
<p>References</p> <p>N/A</p>	

Logo

Community Government Name

Community Government Orientation Form

This is to confirm that the employee has been provided with the following documents/information:

Information Document	Provided	Not Applicable
Employment Policies and Procedures		
Job Description		
Organization Mandate and Vision		
Organization Chart		
Completed Benefits Documentation Session		
Performance Evaluation Form		
Professional Development Form		
Keys (as required)		
Tour of Facilities		
Introduction to Co-workers		
Other:		
Other:		
Other:		
Other:		
Other:		

Payroll Officer Name

Employee Name

Payroll Officer Signature

Employee Signature