



New Employee Orientation Program

Time	Description	Leader(s)	Room Number
9:15 am	Facility tour	[Name]	---
10:00 am	Review of company policies	[Name]	
10:30 am	Overview of benefits	[Name]	
11:00 am	Signing of remaining new employee forms	[Name]	
1:00 pm	Introduction to staff	[Name]	
1:30 pm	Presentation of company history and values	[Name]	
2:30 pm	Office/workstation set up	[Name]	---
3:00 pm	Job shadowing/training exercise	[Name]	

