

Task: Conducting New Staff Orientation

Task	Person Responsible	Date to be Completed
1. Contact Director of Finance to arrange for new hire paperwork to be completed	Operations Manager	Prior to Day 1 Orientation
2. Ensure conference room is available and set up audio/visual equipment	IT Coord.	Prior to Orientation
3. Provide new staff with New Staff Orientation folder	Operations Manager	Day 1 Orientation
4. Orient new staff by providing training on all items listed on the New Staff Orientation Checklists	Operations Manager	Day 1 Orientation
5. Have the employee initial beside each item as training is provided	Operations Manager	As Completed
6. Initial and date each item as training is received	New Employee	Ongoing
7. Submit completed checklist to Operations Manager	Supervisor	As Completed
8. Input all training data into ChildPlus	Data Entry Clerk	As Received
9. Submit copies of the original paperwork to the Education Manager and Operations Manager	Data Entry Clerk	When Completed