

Program Design and Management: Human Resources

TASK: Conducting New Staff Orientation

Task	Person Responsible	Date to be completed
1. Contact Human Resources Coordinator to arrange for new hire paperwork to be completed	Operations Manager	Prior to Day 1 Orientation
2. Ensure conference room/Tennessee Ridge is available and set up audio/visual equipment	IT Coordinator	Prior to Orientation
3. Provide new staff with New Staff Orientation folder.	Data Entry Clerk	Day 1 Orientation
4. Orient new staff by providing training on all items listed on the New Staff Orientation Checklists.	Data Entry Clerk	Day 1 Orientation
5. Have the employee initial beside each item as training is provided.	Data Entry Clerk	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