Orientation and Training Checklist

It is the policy of the Alliance Senior Center INC. to provide an orientation session to help all new employees learn more about the Alliance Senior Center INC. and what is expected of them as members of the organization. Orientation to the Alliance Senior Center INC. standard policies and procedures ensures consistency among staff. Consistent understanding and adherence to policies and procedures decreases uncertainty, errors, and duplication of effort. All other training of new employees takes place within their particular work area.

***Procedures***

1. Orientation session

a. When hired, a new employee is scheduled for an orientation session. The session includes a review of the following orientation agenda:

**Orientation Agenda**

1) Alliance Senior Center INC. mission

2) Organizational policies and procedures

3) Position requirements

4) Department familiarization

5) Training schedule for skill requirements

b. Each new employee completes the Orientation Checklist (see below). The checklist is used to ensure completion of the orientation process. When completed, the employee turns in the checklist to the human resources department.

c. A new employee must sign W-4 (Wage and Tax Statement) and I-9 (Employment Eligibility Verification) forms in compliance with government regulations.

d. The employee’s supervisor or representative supplies the new employee with a copy of the Alliance Senior Center INC. Policy and Procedure Manual if applicable, which should be read thoroughly.

e. When hired, each employee receives a written job description in their employment contract.

f. Specific training on the Alliance Senior Center INC. management, electronic health record, and telephone systems, as well as other tools and resources, as required by the position, is provided.

**Orientation Checklist**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of hire:

Job title:

|  |  |
| --- | --- |
| Date Completed | Topics |
|  | Review and sighn Job Description in Employment Contract |
|  | Review of employee handbook and sign off |
|  | Procedure training for role to which employee is assigned, if applicable |
|  | Telephone training |
|  | Company management system training |
|  | Electronic health records system training |
|  | HIPAA Training |
|  | Benefits, If applicable sign off, Dental insurance, Consolidated Omnibus Budget Reconciliation Act (COBRA), Life insurance, Disability insurance, Flexible spending account, Leave |
|  | Expense reimbursement forms, if applicable |
|  | Equipment, if applicable |
|  | Paydays/direct deposit |
|  | Tax forms W-4, MN and Federal |
|  | I-9 documentation |
|  | New Hire Report Form Completed  |