**New Employee Orientation Program**

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| **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] |  |