



# Successful New Employee Orientation: Assess, Plan, Conduct, and Evaluate Your Program

*Jean Barbazette*

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Create a dynamic, effective orientation program!

The most common complaints about a new-employee orientation are that it is boring and overwhelming, or that nothing happens and the new person is left to sink or swim. The result is often a confused new employee who is not productive and is more likely to leave the organization within a year! Your orientation needs to be a planned welcome that reaffirms your hiring decision.

Use this bestselling resource to meet orientation objectives such as:

- \* Provide critical information and resources in a timely manner
- \* Make the new employee independently productive quickly
- \* Teach essential safety and job skills...and more!

Successful New Employee Orientation will help you design or revise an orientation program that is effective and full of variety. It offers a wealth of suggestions and includes myriad checklists, examples, sample letters, activities, and evaluation forms. A CD-ROM with presentation slides and customizable forms is also included.

Even if you're a novice, these user-friendly materials will help you create a vibrant orientation program that will make your new hires feel welcome and give them the resources they need to be confident when they start their new jobs.

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