

To: <<NEW HIRE>>

From: <<HIRING MANAGER>>

Re: <<JOB TITLE>> – Orientation/Expectations

<<NEW HIRE>>,

Welcome to <<COMPANY>>!

This document is to serve as the primary base for which you can track your entry into the <<COMPANY>> organization. My main goals for you in the first 90 days are:

1. <<Goal 1>>
2. <<Goal 2>>
3. <<Goal 3>>

We will work together to set up any key meetings or training sessions that will be important to your development over the next few months. I will participate as needed.

General Orientation Topic List:

<u>Company Operations</u>	<<ROLE OPERATIONS>>
Organizational structure	<<Role Specifics 1>>
Departmental meetings	<<Role Specifics 2>>
Product overview	<<Role Specifics 3>>
Staff names by location	<<Role Specifics 4>>

We can dig deeper into each of the above items as we go. As I mentioned, I want to use these pieces as a general guide. We have the flexibility to adjust the orientation as we see fit.

Below are a few of the key people that you will be working with at <<COMPANY>>. This is obviously not a complete list, but some of the people that you may work with frequently:

<<NAME>>>	<<Role>>
<<NAME>>>	<<Role>>
<<NAME>>>	<<Role>>
<<NAME>>>	<<Role>>
<<NAME>>>	<<Role>>
<<NAME>>>	<<Role>>
<<NAME>>>	<<Role>>

General Orientation Schedule (*First 4 Weeks*):

Week 1	<<MEETING 1>>
	<<MEETING 2>>
	<<MEETING 3>>
	<<MEETING 4>>
	<<MEETING 5>>
	<<MEETING 6>>
Week 2	<<MEETING 1>>
	<<MEETING 2>>
	<<MEETING 3>>
	<<MEETING 4>>
	<<MEETING 5>>
	<<MEETING 6>>
Week 3	<<MEETING 1>>
	<<MEETING 2>>
	<<MEETING 3>>
	<<MEETING 4>>
	<<MEETING 5>>
	<<MEETING 6>>
Week 4	<<MEETING 1>>
	<<MEETING 2>>
	<<MEETING 3>>
	<<MEETING 4>>