

3.12 Employee Orientation

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to conduct an orientation for all new employees.

Procedure:

The Human Resource Department and/or the appropriate supervisor will conduct the Employee Orientation. All policies and procedures applicable to the job description will be explained and the new employee will be encouraged to ask questions.

An Employee Intake & Orientation Checklist will be completed and signed by Human Resource Department staff or the appropriate supervisor and the new employee. The checklist will become a part of the employee file.

Each new employee will be given a Licking/Knox Goodwill Industries, Inc. Employee Handbook.

Employee intake documentation and orientation must be completed prior to the start of work.

It will be the responsibility of the employee's supervisor to document all required training.