



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

By Jean Barbazette

John Wiley Sons Inc, United States, 2001. CD-ROM. Book Condition: New. 2nd Revised edition. 292 x 269 mm. Language: English . Brand New. 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...



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