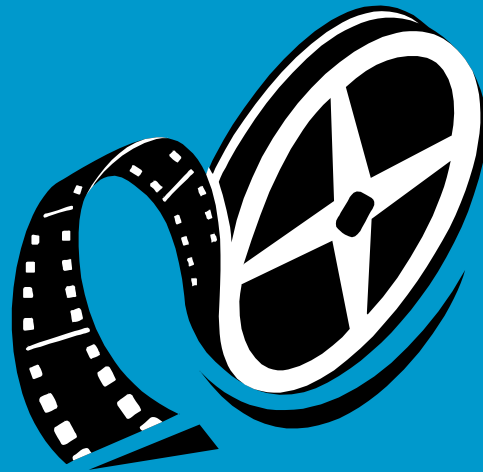


Welcome!



[Company Name]



Agenda/Topics to Be Covered

- ◆ History of company & company vision
- ◆ Who's who
- ◆ Company policies
- ◆ Benefits review
- ◆ Performance reviews
- ◆ Other resources
- ◆ Required paperwork
- ◆ Summary



History of Company

- ◆ When was the company founded
- ◆ Company vision and charter/mission statement
- ◆ Company products/services
- ◆ This may take more than one slide



Who's Who

- ◆ List key company executives
- ◆ An organization chart might be effective here



Company Policies

- ◆ Highlight most important policies and review
- ◆ Review company business hours
- ◆ Talk about company expectations of employees
- ◆ Distribute company handbook
- ◆ This may take more than one slide



Benefits Review

- ◆ Health/dental options
- ◆ Vacation/sick/holidays
- ◆ Disability/life insurance
- ◆ Retirement benefits
- ◆ Training/educational opportunities
- ◆ Other benefits
- ◆ Detailed coverage of benefits might require a follow-up meeting



Performance Reviews

- ◆ Purpose of reviews
- ◆ Frequency and timing of reviews
- ◆ Outline the review process
- ◆ Distribute and review the forms



Other Resources

- ◆ Company Handbook
- ◆ Other policy documents
- ◆ Contact name/phone for each area



Required Paperwork

- ◆ Review any forms needing immediate action
- ◆ Present timeframe for completing new employee paperwork



Summary

- ◆ Discuss topics covered
- ◆ Reiterate welcome
- ◆ Reminder to submit paperwork
- ◆ Wrap-up