

Welcome!

<Company Name>

YOUR LOGO
HERE





Agenda/Topics To Be Covered

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



History of Company/Company Vision

- Year company was founded.
- Company vision and mission statement.
- Company products and services.
- This may take more than one slide.



Who's Who

- List key company executives.
- Use an organization chart if appropriate.



Company Policies

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



Benefits

- Health/dental options.
- Vacation/sick leave/holidays.
- Disability/life insurance.
- Retirement benefits.
- Training/educational opportunities.
- Other benefits.



Performance Reviews

- State the purpose of performance reviews.
- Describe the frequency and timing of reviews.
- Outline the review process.
- Distribute review forms.



Other Resources

- Company handbook.
- Other policy documents.
- Contact name/phone for each area.



Required Paperwork

- Point out and explain any forms needing immediate action.
- Give deadlines for completing new employee paperwork.



Summary

- Discuss the topics covered.
- Reiterate your welcome.
- Remind the participants to submit paperwork.
- Wrap up the orientation session.