



Title	Orientation - New Employee Policy
Department	Human Resources
Effective Date	6/2023
Review Date(s)	5/2024
Revision Date	

POLICY

It is the policy of Enchanted Fairies to ensure that all employees are competent to perform their job duties using these elements:

- A. Pre-employment qualifications
 - 1. Interview (1 or more depending on position)
 - 2. Pre-Employment Assessment (depending on the position)
 - 3. Pre-Employment Background Checks
 - 4. Pre-Employment Reference Check
- B. Orientation
 - 1. General
 - 2. Department Specific, as applicable
- C. Competency Assessment - as applicable to the employee's position
 - 1. Department specific
 - a. Initial to be completed within 10 days (can be longer, depending on the position).

PROCEDURE

- I. Initial orientation may be provided individually or in a group via virtual communication.
- II. All new employees will attend General Orientation. If an employee starts work in their department prior to attending general orientation, company trainer and/or designated department supervisor will be responsible for orienting the employee.
- III. General Orientation includes but is not limited to the above lists and:
 - A. Employment documentation completion
 - B. Organizational structure
 - C. Key employment policies
 - D. Employee benefits, compensation, Paid Time Off & company holidays
 - E. Process to report ethical issues and/or file complaints
 - F. Open Door Process