



### Competencies that are addressed:

#### PRIMARY COMPETENCY CATEGORIES:

- **Human Resource Management—**

Manages the process for aligning human capital with organizational goals.

#### RELATED COMPETENCY CATEGORIES:

- **Leadership—**

Drives business results by aligning the vision, mission, and values to enhance business value. Is able to enlist the willing cooperation of others, while tapping into their highest skills and abilities, to achieve desired results.

- **Professionalism—**

Projects an image of maturity and integrity that creates credibility.

- **Results Oriented—**

Passionate about winning. Dedicated to achieving all-win solutions to situations.

# New Employee Orientation

## SUMMARY

Planning and delivering an effective new employee orientation is a win-win opportunity. In addition to reducing start-up costs, it provides a warm welcome to integrate new employees into the organization's culture and improves employee loyalty and retention.

## CONTEXT

With demand for workers at an all-time high, recruiting and retaining skilled employees will be a major challenge in the years to come. Decades ago, people, on average, held two jobs in their lifetime. Today, the average person holds 7.8 jobs. According to statistics compiled by the U.S. Department of Labor, today ¼ of workers have been with their current employers for less than 12 months. To prevent this crisis, organizations should look at ways to retain valuable employees.

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### At the completion of this module, participants will be able to:

- Improve employee retention and build enthusiasm of new employees
- Understand the five components of an effective orientation program
- Design a creative and comprehensive program to welcome new employees

*"The supreme accomplishment is to blur the line between work and play."*

—Arnold Toynbee