

- **To Reduce Anxiety:** Any employee, when put into a new, strange situation, will experience anxiety that can impede his or her ability to learn to do the job. Proper orientation helps to reduce anxiety that results from entering into an unknown situation, and helps provide guidelines for behavior and conduct, so the employee doesn't have to experience the stress of guessing.
- **To Reduce Employee Turnover:** Employee turnover increases as employees feel they are not valued, or are put in positions where they can't possibly do their jobs. Orientation shows that the organization values the employee, and helps provide the tools necessary for succeeding in the job.
- **To Save Time for the Supervisor:** Simply put, the better the initial orientation, the less likely supervisors and coworkers will have to spend time teaching the employee.
- **To Develop Realistic Job Expectations, Positive Attitudes and Job Satisfaction:** It is important that employees learn as soon as possible what is expected of them, and what to expect from others, in addition to learning about the values and attitudes of the organization.

While people can learn from experience, they will make many mistakes that are unnecessary and potentially damaging. The main reasons orientation programs fail: The program was not planned; the employee was unaware of the job requirements; the employee does not feel welcome.

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## **HR.7 New employees go through a departmental and job orientation program before allowed to work independently.**

- HR.7.1 The departmental and job orientation program is defined in a departmental policy and includes the following:
- HR.7.1.1 Departmental policies and procedures.
  - HR.7.1.2 Specific job responsibilities within the department as outlined in the job description.
  - HR.7.1.3 Safe operation of equipment and medical devices including troubleshooting and malfunctions reporting.
  - HR.7.1.4 Clarification on all topics provided in the general orientation as needed.
- HR.7.2 Additional orientation is provided upon changing the job description or introducing a new technology or equipment.
- HR.7.3 The departmental orientation is conducted by the head of the department or the immediate supervisor.
- HR.7.4 An evidence of attending the departmental and job orientation program is signed by the new employee and documented in the personnel file.
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