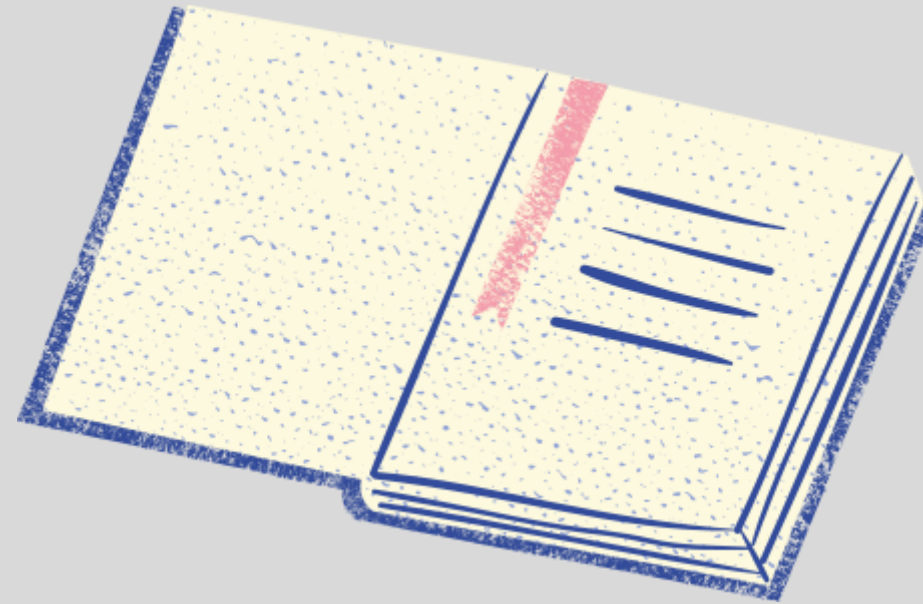


Employee Orientation guide



Agenda/Topics to be Covered

- History of the Company/Company vision
- The Company's Directors and Employees
- Company Policies and Procedures
- Performance Reviews
- Resources
- Required Paperwork
- Summary



History of Company/ Company Vision

- When the Company was established and by Whom
- Company Vision and Mission Statement
- Company Services

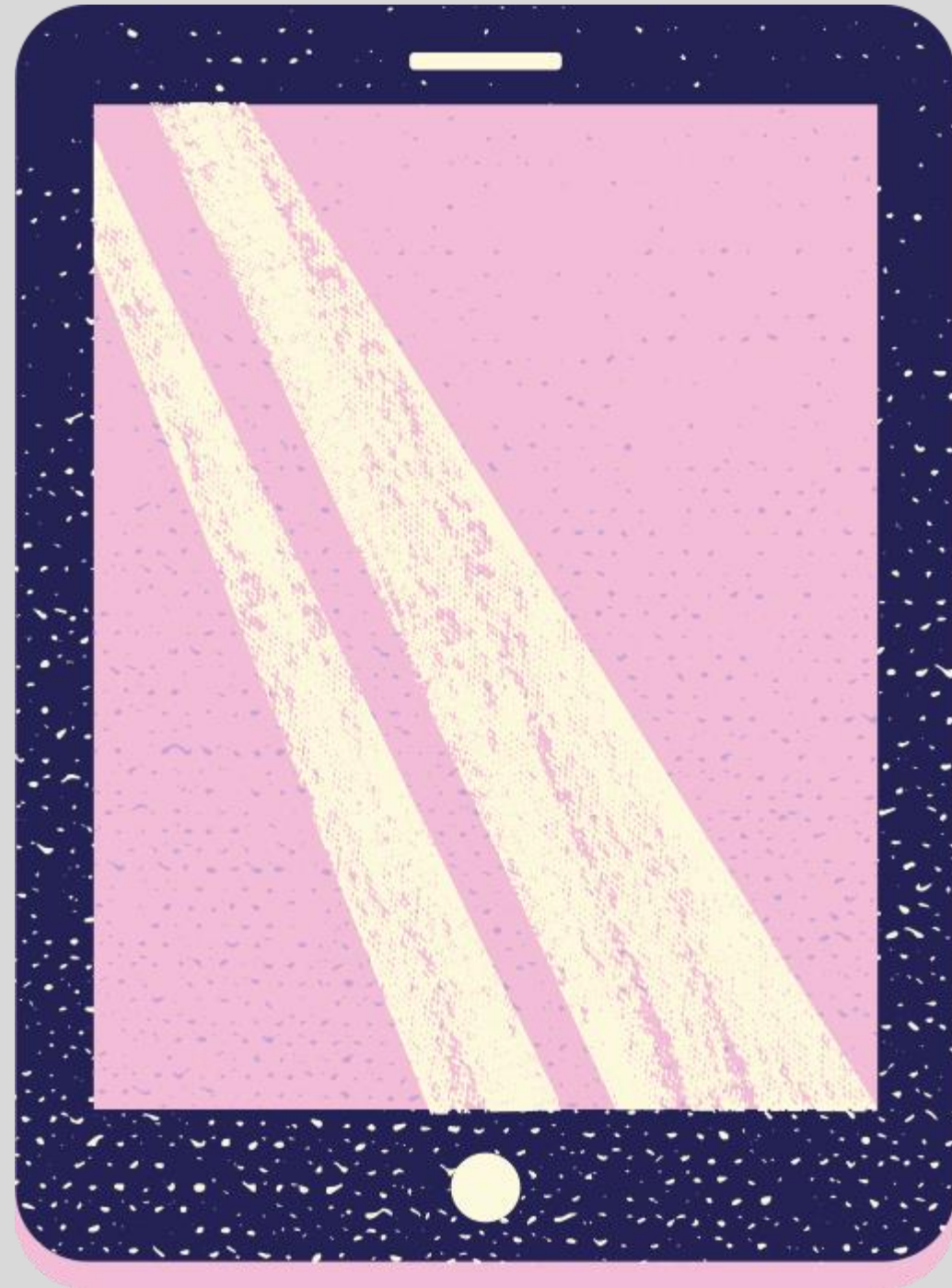
Company Policies and Procedures

- Highlight and review the most important policies and procedures
- Review company business hours
- Talk about expectations of employees
- Distribute the company policies and procedures manual (if there is one)



Performance Review

- State the purpose of Performance Reviews
- Describe the frequency and timing of Reviews
- Outline the Review process

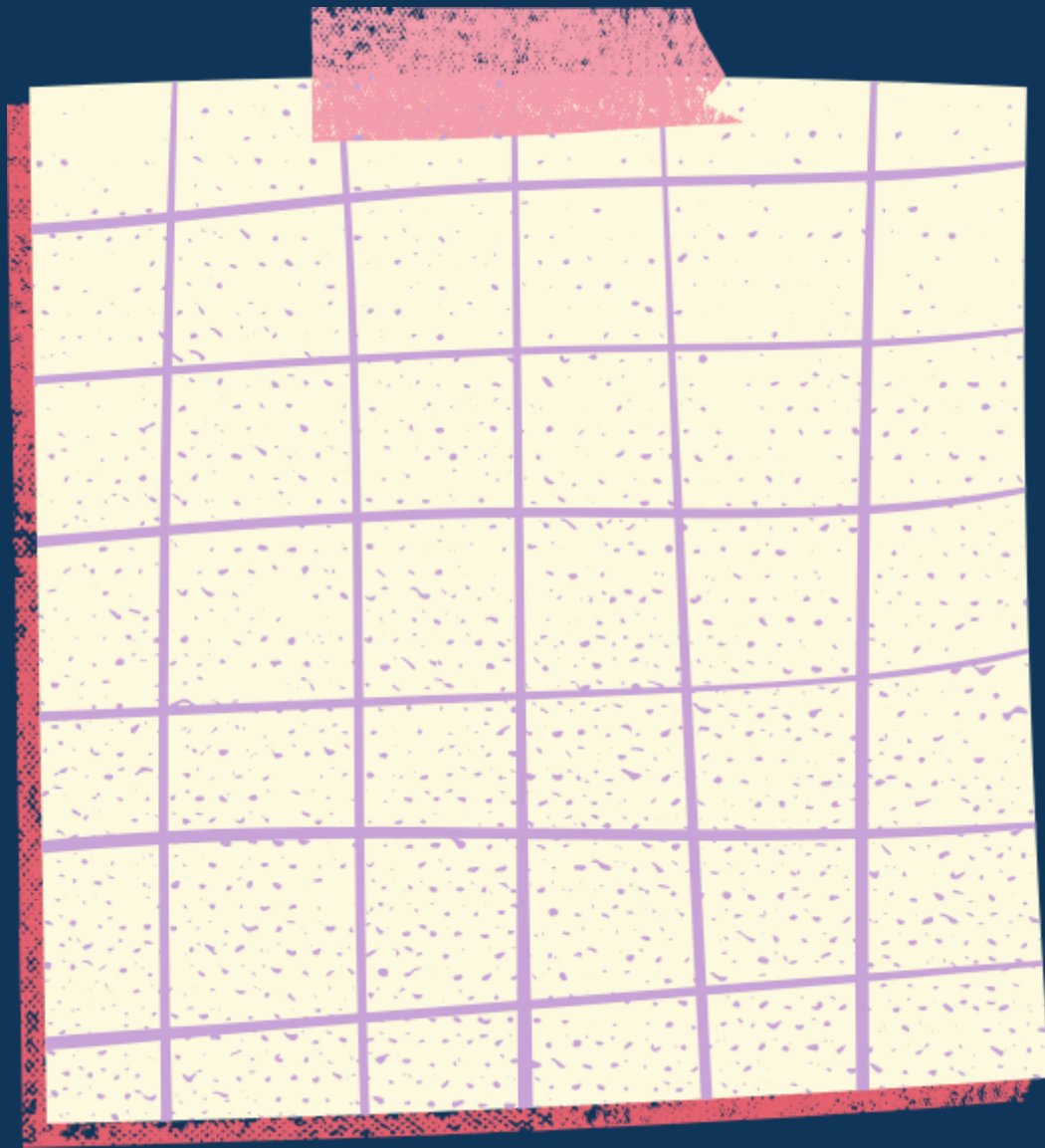


Resources

- Computer hardware and software
- Telecommunication equipment
- Company Contact List
- Training/Educational materials available

Required Paperwork

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



Summary

- Summarise the key topics covered
- Reiterate your welcome to the Company
- Remind the participants to submit required paperwork
- Wrap up the orientation session

Need more help?

Check out our group coaching programmes:

- Advice from experts in property management
- Monthly webinars on important topics
- Unlimited phone and email contact
- Unlimited access to systems library
- Proven, practical and real strategies for growth

[Get more information](#)

