
ORIENTATION

New employees will receive an orientation to acquaint them with Head Start of Washington County, Inc. policy and procedure, specific job function, and internal and external working relationships. The orientation will consist of two parts:

Orientation to the organization —The Human Resources Manager generally will coordinate orientation to the Agency, which includes compensation and benefits, policy & procedure, and overview of the agency. Also, physical examination and criminal background checks will be initiated at this time. As part of the orientation, employees will receive a copy of the Personnel Policy Manual. Each new employee will be asked to sign a receipt of the Policy Manual, which confirms that the material was reviewed with and understood by the employee.

Job Specific Orientation —the new employee's immediate supervisor or designee will provide orientation to the job and the internal and external working relationships. The supervisor will also review the job description and performance evaluation form with the employee. The job specific orientation should provide the employee with clear expectations and standards to aim for in their day-to-day performance.