



**New Team Member Orientation – Department  
 Day One!**

<b>Team Member:</b>	
<b>Supervisor:</b>	
<b>Date:</b>	

<b>Supervisor</b>	<b>Completed (Initial)</b>
Greet the new team member at the door and show them to the timeclock, helping them clock in.	
Show the new team member where they can place their personal belongings	
Tour the new team member to acclimate to the department and then the facility, taking time to introduce them to staff and residents.	
Explain plans for the first couple of days of employment.	
Show the team member how to access Relias and have them complete their courses.	
Train team member on the OnShift system.	
Reminded team member of scheduled general orientation and what to expect the few days of employment.	

**Please list anything you would like HR to follow-up with regarding this team member:**

**Please send to HR for personnel file**