

New Employee Orientation and Check-In

From Executive Peaks Wiki

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Every year a New Employee Orientation is held to introduce the policies and procedures of the park to the new employees as well as to introduce managers and supervisors. Because Seven Peaks is a seasonal facility and almost all of the employees are new each year, this gives us a chance to train everyone at once, which can be both good and bad – good because all the employees hear the same information, but bad because there are so many people all at once that they may not pay attention. After the Orientation, a Check-in is held at the park to get the paperwork filled out for the majority of employees. In order to get the most out of Orientation and Check-in, use the following procedure outlined in this document.

Who is in Charge of Orientation & Check-in?

You are! The HR Specialist is in charge of planning and executing the entire orientation and check-in – this includes everything from scheduling the room to handing out assignments to setting up at the park for check-in.

Arranging the Location

1. Call John Garfield with the Marriott Hotel in Provo at (801) 377-4700. See if we can do trade for a conference room. Be sure to ask if we can do trade for the audiovisual equipment too. The next steps list which equipment we need.
2. Call and arrange with the Marriott to use one of their conference rooms and their equipment. We need theater seating style, podium with microphone, mixer (to make the sound from the laptop play on the speakers), 10' screen, ICD projector, VGA cable, AV cart with cords, and a laptop. Any of these items that we are able to provide brings the cost down. For example, in 2006, we brought our own laptop.
3. The Marriott no longer allows outside food, but can provide food. In the past, we have had doughnuts and juice, but food is not necessary for a 2-hour meeting. The Marriott Hotel will not trade for food and their food is pricey. (In 2006, the Marriott charged \$30/dozen doughnuts and \$22/gallon of juice. Taxes and gratuity are added to these prices. In 2007, we decided to have treats at employee check-in instead of providing food at the Marriott.)
4. Fill out a trade contract and obtain the appropriate signatures. Request a check from the General Manager 2 weeks in advance for any cash balance depending on the payment terms.

Roles of Management and Supervisors

Each manager and supervisor is required to attend, unless they receive prior approval from the General Manager. Each manager will each be assigned an introduction to present (introducing

another member of management) and each manager/supervisor will also be assigned a portion of Orientation that they need to present to the new employees. Details of the actual assignments for the day of Orientation that need no preparation will be outlined later in this document.

Assignments and Preparation for Orientation

The following is a comprehensive list of the assignments that need to be given out in order to prepare for orientation. The HR Specialist needs to follow up closely with the managers and supervisors to ensure that everyone is doing their part to make Orientation successful.

- PowerPoint presentations (P:/Human Resources/Human Resources Manual/Orientation and Check In). These need to be revised each year to keep them up-to-date.
 - Graphic Designer and Executive Product Coordinator will coordinate on this and revise these together.
 - The IT Specialist will need to prepare all PowerPoint presentations in the order they will be shown onto a cd or to the laptop that will be used at Orientation so they are ready to present.
- Rules of Conduct
 - Food Manager and Supervisors
- Employee Badges and Clocking In and Out
 - Aquatics Manager and Supervisors
- Dress Code Skit
 - All departments under the direction of Guest Interaction Manager
- Sun Safety, Worker's Comp, Injuries at the Park
 - Executive Team
- Sex Offenders
 - Security Manager
- Personal Conduct
 - IT & Point of Sale Specialists
- Customer Service
 - Executive Product Coordinator
- Employee Benefits
 - Groups & Retail Sales Manager
- Questions & Review
 - Aquatics Manager and Supervisors
- New Employee Slide Show
 - Maintenance Manager & Park Service Manager
- Management Introductions
- Each manager will introduce another manager and should be prepared with a list of things provided by the HR Specialist (be creative!) such as their favorite hobby, favorite thing about Seven Peaks, biggest pet peeve, interesting facts, etc.
 - HR will also need to get this information into a power point, along with pictures of everyone – even if a manager isn't present.
- List of employees
 - Each department needs to email HR their hire list ahead of time so HR can compile a master list of all employees to use at Orientation.

- Table signs
 - Each department is in charge of making their own sign to hang on their table so the employees know where to go.
- Food
 - In past years someone has been in charge of getting things like juice and doughnuts for Employee Check-in. This all depends on the budget, however, and what we can get on trade, so this can be changed to have nothing at all, cookies from the food stand, anything really. Probably only plan on feeding about 100.

HR - Plan meetings with all managers to have them pass off their presentations to you and any other assignments they have (like IT making the cds)

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