

Gadgets, Inc.
Employee Orientation

Introduction

Training new employees is a priority at Gadgets so that our customers are served in the best way possible. As a Gadgets employee, you are expected to implement the skills and information that you learn at the orientation. A company is only as strong as its weakest link. Help keep us strong!

Welcome! Gadgets, Inc. is pleased to have you as a member of our team. Gadgets employees are devoted professionals with strong work ethics and positive attitudes. Your orientation leaders will provide you with the training you need.

Overview

Continental Breakfast: The orientation begins with a networking breakfast. During this time you should introduce yourself to other new employees. As per the Gadgets Handbook, please be sure to:

Morning Session: You will receive an orientation package that includes the Gadgets Handbook. Rules will be reviewed as well as the history and philosophy of Gadgets. Various forms and paperwork will need to be completed for your employee file.

Tour: There will be a tour of the entire facility. Issues such as parking, access keys, safety, and emergency procedures will be discussed.

Lunch: Lunch in the cafeteria with members of your department is included.

Training: The afternoon is devoted to training on the Gadgets computer system. Procedures for logging into the system, e-mail protocol, software use, and similar topics will be covered.

What You Need to Know

Dress is business casual. You may want to bring a sweater or jacket.

Bring identification, social security numbers, and other official documents for filling out paperwork.

See You Soon!

Gadgets, Inc. is glad to have you on board. If you have any questions, please call human resources at extension #3872.