

**Sample Orientation Timeline for First-Week Employment
Clerk III – Development Office**

Monday		Tuesday	Wednesday		Thursday		Friday	
8:00	Greet new employee. Show office space. Introduce to immediate co-workers.	Attends Staff Development Orientation ↓	8:00	Eloise trains new employee on setting up meetings for supervisor, reviews Corp Time and e-mail.	8:00 – 9:30	Sierra trains new employee on CD-Rom training.	8:00 – 10:00	New employee completes CD-Rom program on Excel.
9:00	Give training materials to employee. Explain orientation training process.		9:00 – 12:00	New employee practices using Corp Time and creates any needed address books for e-mail.	9:00 – 12:00	New employee actually uses and completed CD-Rom program on Advanced Access.	11:00 – 12:00	Answer phones, works on Resource Center, does evaluation summaries.
9:30	Give department guidelines and job description to new employee							
10:00 – 11:00	Give new employee chance to read material and settle into office.							
11:00 – 12:00	Sierra trains on different types of calls.							
LUNCH								
1:00 – 2:00	Sierra trains on other routine department business	Attends Benefits presentation for health coverage and TIAA-CREF program ↓	1:00 – 2:00	Sierra goes over For-Fee Events, Special Events and Orientation.	1:00 – 1:30	Grace trains on Trainer’s Network overview.	1:00 – 2:00	Employee opens p.m. mail, distributes. Sets up Corp Time meetings, sets up for 7-Habits.
2:00 – 3:30	New employee stuffs packets for Educ. Prog. on Friday.		2:00 – 3:30	New employee reviews information to date while answering phones, also creates certificates for 7-Habits Program.	1:30 – 3:00	New employee updates Trainers’ Network list on database.	2:00 – 3:00	Lily reviews SkillSoft with Eloise and General Stores.
3:30 – 4:00	Lily overviews Resource Center.		3:30 – 5:00	Meets with supervisor for overview of programs. Reviews Performance Management Process.	3:00 – 3:30	Lily and Ken update new employee on front desk.	3:00 – 4:30	Eloise answers phones, works on resource center, orders general stores for next week.
4:00 – 4:45	New employee helps Lily refile books for Resource Center.		3:30 – 4:45		New employee begins answering phones.	4:30 – 5:00	Meets with supervisor – discusses how first week went.	
4:45 – 5:00	Supervisor ends day with employees. Ask if they have any questions.		4:45 – 5:00		Supervisor meets with employees.			