

Orientation Day Breakdown

| Activity | Explanation |
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| Ice Breaker | Creating an environment to gain knowledge and creating connections between the new employee and current staff. |
| Welcome to Judah Ministries Inc | <ul style="list-style-type: none"> ☒ Going over the organization’s mission, programs, activities, and educational procedures. ☒ Giving a tour of facilities and introductions to staff ☒ Introduction from Director (if available) |
| Employee/ Parent Handbook | <ul style="list-style-type: none"> ☒ Explaining information regarding the organization and the expectation of employee responsibilities. ☒ Learning about benefits, attendance, paid time off, vacation/ sick/ holiday pay |
| Incident Report Review | Step by Step process in how to complete in house Incident Reports. Examples are provided and opportunities to complete reports are given. |
| Job Description and Responsibility | Understanding their role and responsibility at the organization. |
| HR Packet Review and Completing Required Information | <ul style="list-style-type: none"> ☒ Going over the new employee packet and scanning (ID, SSN, Diploma, College Credentials). ☒ Starting, continuing, or completing continuing education information (ILEAD) ☒ Scheduling FBI Fingerprinting ☒ Entering information into ILEAD for Qualifications (FBI Fingerprinting #) ☒ Discussion of TB Testing Results, Physical, and CPR/First Aid/ Universal Precautions |
| Question and Answer Period | ☒ New Employee asking follow up questions |