

New Employee Orientation		
ID #		
Revision Number	Prepared By:	Date Prepared:
0.1	(Reviewer's Name)	(Date)
Effective Date:	Reviewed By:	Date Reviewed:
(Date)	(Reviewer's Name)	(Date)
Standard:	Approved By:	Date Approved:
Gilmore SOP	(Approvers Name)	(Date)

Policy: To successfully and uniformly orientate new employees to the culture of Gilmore Construction and inform current Gilmore employees of the addition of new employees.

Purpose: To ensure new employees understand the range of policies and procedures that comprise the work-life at Gilmore Construction. These items range from:

- Drug Testing
- Smoking Policy
- Dress Code
- Confidentiality Agreement

Scope: The scope of New Employee Orientation covers the pre-arrival package, Orientation Day, the First Day on the Job, assignment of a mentor, management orientation (where appropriate) and review of Gilmore organization and culture.

Responsibilities: The following departments are responsible for the on-boarding process of new employees.

Human Resources (HR) or individual assigned, is responsible for:

- Distributing the pre-arrival welcome package

- Orientation Day Presentation
- Telephone system, voice mail, email and internet use
- Office organization (files, forms, supplies)

Payroll Department is responsible for:

- Explaining the Process and procedure for completing and submitting weekly time card

Accounting Department is responsible for:

- Explaining the Process and procedure for completing and submitting weekly purchases on the Purchase Order (PO) logs.

Safety Manager is responsible for:

- Conducts safety training
- Provides Personal Protective Equipment (PPE)
- Tool check out/in procedure

Supervisor is responsible for:

- Reviewing job Initiation items
- Cost Coding
- Expense reimbursement procedures
- Equipment resources/rental
- Assigning and introducing Mentor
- Explaining Performance Standards
- Conducts performance debrief and feedback

Definitions:

Human Resources (HR)

Department that manages employee policies, procedures and records.

Time Card

GCC standard timecard form. This is the standardized timecard worksheet that will be used to track hours worked per day and associated work task. This if

Gilmore standard form #XXX

Purchase Order (PO) Log Form No. _____

Tracking log submitted weekly that details the weekly purchases for an individual.

Personal Protective Equipment (PPE)

Safety equipment provided for field use ie hard hat, safety vest, gloves and goggles.

Procedure:

1.0 PREPARATION

1.1

1.2

1.3

2.0 ASSIGNMENT

2.1

2.2

2.3

2.4

3.0 CHECK AND REVIEWS

3.1

3.2

3.3

4.0 ACCOUNTING DEPARTMENT PROCESSING

4.1

4.2

Effectiveness Criteria:

80% of each projects' success is determined by how effectively the project "Starts-Up and closes-out." In addition to monetary and fee considerations, these two functions

determine how the project will be remembered and judged by clients. An effective project startup will have the following criteria;

1. The startup effort will be organized.
2. Time will be of the essence
3. Projects specifics will be identified and planned
4. Task responsibilities will be assigned and clearly communicated
5. All “startup-critical” tasks and requirements will be identified and prioritized
6. Goals will be set and communicated
7. Budgets / Schedules will be determined
8. All items will be “reasonably established.” Gilmore will over-deliver on commitments.
9. Startup / TAM worksheet will be reviewed regularly. This is not intended to be just another sheet in the file that is developed and forgotten.

References:

A..PROJECT XXXXXXX / TASK RESPONSIBILITIES [FORM # XXXX]

Please see the referenced MASTER file located on the company server. NOTE: do not edit original.

Forms/Records:

Form #	Record/Form/Activity Name	Satisfies Clause
Required by Standard		
Other Forms/Records		
XXXXX	Project Startup / Task Responsibility Matrix	NA

Revision History:

Revision	Date	Description of changes	Requested By
0.1	20Sept13	Initial Draft	JG