



# **New Employee Orientation**

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## **Policy**

Every newly hired employee or employee moving into a new position shall receive a thorough orientation to Chinook Arch's policies and procedures, and shall receive any training and support necessary to equip him or her to successfully meet the expectation of the role for which he or she has been hired.

After six months of employment or six months in a new position, the employee and his or her direct supervisor will meet to discuss any issues, including if further training and support resources may be required.

**Last Reviewed:**

**Last Revised:**

**4 August 2016**