<table>
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<th>Orientation for New Employees</th>
<th><strong>Lesson Plan 2 – Business and Industry Use</strong></th>
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<td><strong>OVERVIEW</strong></td>
<td>A business can use Scribd to upload documents that will help with the orientation of new employees.</td>
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| **OBJECTIVES** | 1. To aid new employees with the transition into their new jobs.  
2. To free up time for supervisors and trainers as new employees will be more independent in their transition into the new job.  
3. To keep new employees informed of what their tasks are and what is expected of them.  
4. To provide easy access to new employees on procedures and basic instructions for carrying out their designated tasks. |
| **MATERIALS** | The Following materials are needed in a format that is accessible to employees using Scribd while also safe and private for the company:  
- Procedures, basic instructions for tasks, as well as employees' roles and expectations typed out in documents in an easy and presentable way.  
- Internet access  
- Company specific group account on Scribd  
- Documents listed above posted onto Scribd  
- Accessible membership for new employees into the Company-specific Scribd group |
| **PROCEDURES** | 1. A company should have supervisors or other designated workers in a department make note of the specific roles and tasks of the positions in their department.  
   a. To begin a tedious task like this, a department could begin with the jobs that have the highest turn-over rates.  
2. After gathering the information on the specific positions, the roles and tasks should be typed up in a presentable way for a future new employee to review.  
   a. If specific computer software or programs are used, then screen-shots can be used to explain tasks.  
   b. If specific machines are used, then sections of user manuals can be referenced in the directions in order for diagrams and step-by-step images to be utilized.## If specific things need to be said, mock-situations and conversations or things to be said could be utilized in the procedure as well.  
3. The company must develop company-specific groups within Scribd where new employees can become members and view posted documents.  
   a. Once these procedures and instructional tasks are completed within final documents, these documents can then be uploaded to Scribd.  
   b. As new employees, are hired, they should be properly instructed on how to join the Scribd group and access the documents on Scribd specific to their job. |
4. The new employees can then effectively utilize the Orientation aids on Scribd, and learn the basics to their job independently.

| EVALUATION | Supervisors can evaluate the progress of the new employees, and help them with any tasks that need further instruction beyond the documents provided on Scribd. They should also be aware of any improvements that need to be done to the items posted on Scribd by evaluating the success of the new employee's use of the Scribd documents and what he or she can now effectively in relation to what is expected of them.  

*Supervisors should indeed inform the new employees of the orientation aids on Scribd, but they should also be well aware of any additional instruction that is needed for a specific task to better aid the new employee and ensure a job well done. |