

**ARNOLD'S BEAUTY SCHOOL
EMPLOYMENT ORIENTATION POLICY AND PROCEDURE**

POLICY

Orientations assist staff in understanding institutional values and culture, and as a result, encourage commitment to the institution. As an ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual's employment. The school supports this process with an orientation program for new staff members

PROCEDURE

I. Orientation

- A. Provide new employees with an orientation specific to their workplace and distribute job description and employee handbook.
- B. Provide on-the-job training needed for new employees to assume their responsibilities.
- C. Provide employees with Orientation to Technology
- D. Discuss school rules and student responsibilities

II. New Employee Responsibilities

- A. Participate in appropriate orientation processes
- B. Seek information to enhance his or her orientation process.
- C. Complete and return appropriate personnel forms.