

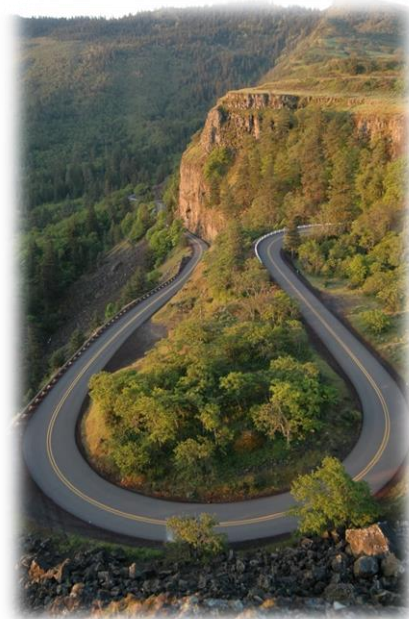


## EMPLOYEE ORIENTATION

As an employer, it is critical to establish a good working relationship with your employee from the start. The employment relationship from day one should be a positive experience for both the employee and the employer. If you start off on the right foot, the entirety of the relationship will be a more fulfilling experience.

### **How our *Employee Orientation* benefits your company -**

At CRG, we provide you with the tools to lead an employee through a thorough, complete orientation program. At the beginning of the employment relationship, it is traditional for an employee to go through an onboarding program. The program can take many forms, but it typically includes an introduction to many of the other employees in the office or company, where the employee will be working, and provide general expectations. While the orientation process should be concise, it must be an ongoing process. The onboarding process sets a precedent for the remainder of the employment relationship. A good orientation program is proven to increase employee retention rates. According to research, an employee decides whether to stay with the company within the first 6 months. Therefore, the orientation process has an influence on their decision to stay with your company.



As many employers know, it is a costly and lengthy process to hire an employee. Research has shown that an effective orientation program can increase employee engagement, increase productivity from the start, reduce mistakes on the job, and make the employee feel more at ease. These are all benefits that positively impact the bottom line. It is CRG's mission to work with your company to develop a comprehensive onboarding process that meets your individual goals.

CRG will design a program to fit your unique culture. We work with you to develop a sustainable program to engage employees from their first day at work. However, our orientation program starts way before day one. Our program focuses not only on the employee's needs during orientation, but also the essential ways for the employer to stay organized and prepare for their arrival. Depending on the size and needs of your company, our orientation programs may include activities, checklists, questionnaires, and mentoring/buddy systems. Every orientation includes a 'New Employee Welcome Kit', which we customize based on your company's individual needs. Our onboarding program provides the employer with the framework to smoothly onboard an employee each and every time.

As with any company program, the employee orientation process sends a positive message to employees about your commitment to their success.