

Orientation Training Form is used in the unit orientation process to be implemented for 5 days. This form is designed to make it easier for the newly recruited personnel to follow the work to be done during the orientation process in the unit where they will work. Among the tasks written on the form, those performed by the unit orientation officer are marked. The form is sent to the relevant unit to be kept in the personnel file following the orientation trainings.

1. WELCOME and INTRODUCTION	DONE
1.1. Newly recruited personnel are welcomed in the unit	<input type="checkbox"/>
1.2. Workspace shown	<input type="checkbox"/>
1.3. Introduced to the employees of the organization	<input type="checkbox"/>
1.4. Workplace tour realized	<input type="checkbox"/>
2. INFORMATION	
2.1. Information was given about the history of the organization	<input type="checkbox"/>
2.2. The mission, vision, quality policy, objectives and core values of the institution were conveyed	<input type="checkbox"/>
2.3. Information was given about the functioning of the institution	<input type="checkbox"/>
➤ Organization chart information was given	<input type="checkbox"/>
➤ Sub-units of the institution were introduced	<input type="checkbox"/>
➤ Units in contact were introduced	<input type="checkbox"/>
➤ Information about the Regulations was given	<input type="checkbox"/>
➤ Information about Human Rights	
➤ Information on UNGC and UN WEPs	
➤ Information on company policies	
2.4. Information was given about the rights and responsibilities of the personnel	<input type="checkbox"/>
➤ Personnel ID Card Information (Function of the Card, How and Where it is Used)	<input type="checkbox"/>
➤ Obtaining an email address	<input type="checkbox"/>
➤ Working hours, leave of absence and clothing procedure	<input type="checkbox"/>
➤ It was stated that the remote working system will be used one day in 2 weeks.	<input type="checkbox"/>
2.5. Information was given about the areas where the staff of the institution can receive service	<input type="checkbox"/>
➤ Communication, transportation and food	<input type="checkbox"/>
2.6. The training procedure in the organization was explained	<input type="checkbox"/>
3. DEFINING DUTIES and AUTHORITIES	
3.1. Personnel job description was made	<input type="checkbox"/>
3.2. The position of the position in the organization of the institution is shown	<input type="checkbox"/>
3.3. Information was given about the powers and responsibilities of the duty	<input type="checkbox"/>
➤ The immediate supervisor, supervisors and subordinates for whom he/she is responsible are specified and their relationship is explained	<input type="checkbox"/>
➤ Informed about the files and equipment to be used within the scope of the mission	<input type="checkbox"/>
➤ Information was given about the work flow processes within the scope of the job description	<input type="checkbox"/>
➤ A sample file consisting of the documents and forms used was presented	<input type="checkbox"/>
➤ Information was given about EBYS correspondence principles and procedures within the unit	<input type="checkbox"/>
4. EXPECTATIONS	
4.1. The expectations of the organization from the new staff were conveyed	<input type="checkbox"/>
4.2. Listened to the expectations of new staff	<input type="checkbox"/>
4.3. Exchange of ideas on bilateral expectations	<input type="checkbox"/>

TRAINED PERSONNEL

PERSONNEL GIVING THE TRAINING

..../..../20... I completed my orientation training on the training on the above-mentioned topics.

Name and Surname :

Title :

Signature :

..../..../20... I completed my orientation training on the above-mentioned topics.

Name and Surname :

Title :

Signature :