Standard Operating Procedure (SOP) New Hire Orientation and Campus Tour Procedures

*This SOP describes the **new hire orientation and campus tour procedures**, detailing the step-by-step process to welcome and integrate new employees into the organization. It includes initial administrative tasks, introductions to key personnel, overview of company policies and culture, safety protocols, and a comprehensive tour of the campus facilities. The goal is to ensure new hires feel informed, comfortable, and prepared to begin their roles effectively within the workplace.*

1. Purpose

To outline the standardized process for orienting new employees and providing them with a guided tour of campus facilities, ensuring a smooth transition into the organization.

2. Scope

This SOP applies to all new hires and relevant HR and department personnel involved in the onboarding process.

3. Responsibilities

Role	Responsibilities
HR Representative	Coordinate and conduct orientation, complete initial paperwork, introduce new hires to company policies, and facilitate campus tours.
Hiring Manager/Supervisor	Introduce new hires to the team and assign a mentor/buddy.
Facilities/Safety Officer	Explain safety protocols and emergency procedures.
New Hire	Participate actively in orientation and campus tour, and ask questions as needed.

4. Procedure

1. **Pre-Arrival Preparation**
   a. HR prepares orientation materials (agenda, handbook, forms).
   b. Workstation and necessary equipment are set up for the new hire.
   c. Notify security/reception of the new hire's arrival date and time.
   d. Assign a mentor or buddy from the team.
2. **Welcome and Administrative Tasks**
   a. Greet new hire upon arrival.
   b. Verify identification and complete required paperwork (tax forms, direct deposit, ID badge, etc.).
   c. Issue access cards/keys, parking permits, and other relevant materials.
3. **Introduction to Organization**
   a. Present welcome presentation/overview of company history, mission, and values.
   b. Review company policies, code of conduct, and organizational structure.
   c. Discuss benefits, payroll, leave, and other HR policies.
4. **Introduction to Key Personnel**
   a. Introduce new hire to direct manager, teammates, and key contacts in relevant departments.
5. **Safety Protocols and Compliance**
   a. Review workplace safety, hazard communication, and emergency procedures.
   b. Demonstrate location and use of safety equipment (fire exits, first aid kits, etc.).
6. **Campus Tour**
   a. Provide guided tour of facilities including:
      - Work area/department(s)
      - Break rooms, restrooms, cafeteria
      - Meeting rooms, IT support/helpdesk
      - Emergency exits and assembly points
      - Mail room, copy/print stations, storage areas
      - Other amenities (gym, wellness, etc.)
7. **Wrap-up and Q&A**
   a. Answer any remaining questions.

     b. Provide contact information for further support (HR, IT, Facilities).
     c. Share onboarding checklist and timeline for any follow-up training or meetings.

5. Documentation

- Signed orientation checklist
- Completed new hire forms and acknowledgements
- Record of issued items (ID badge, keys, etc.)
- Attendance record for orientation session

6. Review and Revision

This SOP is to be reviewed annually or as needed according to changes in processes, policies, or facilities.

Note: All personnel involved in the orientation process should be familiar with this SOP and trained in its execution.