





Operation/Task:	New Employee Training			Equipment:	N/A
Owner:	Human Resources Manager	Date Prepared:	5/8/15	Department Responsibilities:	Hiring Managers, Human Resources, Payroll Specialist
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction documents procedures for new employee training.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
		<b>Hiring of a New employee</b>	The hiring manager completes a Payroll Status Change form (form: HR003) to notify Human Resources that a new employee will be starting.	Documents employee qualifications or waives qualifications & list training needed.
		<b>Employee Orientation - Safety and Quality Management System</b>	<ul style="list-style-type: none"> <li>Human Resources Manager reviews the New Employee Orientation Safety form (form: HR037) with the new employee within 30 days of hire date.</li> <li>The Quality Manager completes the Quality Management Systems Training for New Employees form (form: HR036) with the new employee within 30 days of hire date.</li> <li>Completed forms are scanned and saved in the employee's file in Paycor.</li> </ul>	To insure new employees are oriented on Safety and the Quality Management Systems upon hire.

**Notes:** If a quality concern is found follow Non-conforming Product SOP (NCP001).

**Definitions:**

Revision History	Description of Changes	Requested by	Date
Rev 1	Initial transfer to new SOP format	Nancy Kunkel	5/15
Rev 2	Added verbiage on what to do with incomplete forms	Nancy Kunkel	7/15
Rev 3	Changed document number	Nancy Kunkel	8/15
Rev 4	Changed safety form number, changed title and form number of QMS training form, revised gray headers	Nancy Kunkel	2/21
Rev 5	Changed owner of document, updated How To Do It column, updated Rev History numbers	Cristi Trost	7/23