



EMPLOYEE ORIENTATION ATTENDANCE RECORD

Name of Employee _____

Date of Orientation ____ / ____ / ____

I hereby certify that I attended _____ Employee Orientation program and have received my Employee Handbook containing policies, procedures, organization, and benefits of _____.

I understand that it is my responsibility to familiarize myself with the information contained within. I agree to abide to these policies as terms of my continued employment with _____.

I will refer any questions regarding these policies to my immediate supervisor.

Signature of Personal Receiving **Date**
Employee Orientation

Signature of Personal Providing **Date**
Employee Orientation