

New Personnel Orientation Log

IFSC Standard 24.01

"New personnel are oriented within the first three months of hire to ..."

Employee Name:
Date of Hire:
Position:
Organization:
Program:



Standard 24.01	Learning Objective <i>"New personnel are oriented within the first three months of hire to ..."</i>	Training Materials Used (<i>Ex: Book, Manual - include title, page numbers; Webinar, In-Service, Conference - include title, provider, date.</i>)	Date Standard is Met	Name and Position of Person Approving That Standard is Met
	a) the agency's mission, purpose, and philosophy of practice;			
	b) programs and service goals;			
	c) the cultural and socioeconomic characteristics of populations served by the agency;			
	d) the agency's role within and relationship to the communities it serves;			
	e) the agency's human resource policies and procedures;			
	f) ethical practice and the agency's standards for professional conduct; and			
	g) lines of accountability and authority within the agency."			