

New Hire Orientation Strategy Recommendation for Apria Healthcare

Project Objective

Develop a new hire orientation program that:

- ❖ Aligns with the new on-boarding process.
- ❖ Quickly and effectively acclimates new employees.
- ❖ Can be used by all employees of Apria and its subsidiaries, regardless of position or location.
- ❖ Creates a positive impression of the company.
- ❖ Is ready to roll out by the beginning of January.

Overview of Recommended Approach

A five-module program that is completed within the new hire's first week.

The company orientation and job orientation are always completed on the first day. Then the new hire attends the welcome webinar the next time it is offered, and the remaining two modules as his/her schedule allows during the first week.

Day One

**Getting to Know
Apria Healthcare**
(e-learning)



Job Orientation
(with supervisor)

During First Week

Welcome Webinar
(held once
each week)

**Introduction to
Policies &
Procedures**
(e-learning)

**HIPAA
Requirements**
(e-learning)

Getting to Know Apria Healthcare

- ❖ First orientation activity completed by each new hire
- ❖ E-learning course, available online
 - Includes videos of company representatives and/or executives speaking on key issues
 - Provides links to other sources of information
 - Amount of audio, interaction, and animation to be determined later, based on time, resources, and budget available for development
- ❖ Topics include:
 - Welcome and overview of orientation program
 - Company history; culture; mission, vision, values
 - Business lines/services provided
 - High-level organizational structure and geographic footprint/office locations
 - Resources available for more info; navigating the company intranet
 - The value Apria places on its employees (motivational message)

