

Day 33

☉ Vocab Review

Answer Key: 1. accept 2. articulate 3. highlighted 4. revenue 5. going rate 6. factor

☉ WORDS IN CONTEXT

Answer Key:

EMPLOYEE ORIENTATION

New employee (orientation) is a process used to introduce employees to the business and their jobs, and should be (implemented) by every employer. Also called "new hire orientation", the process can be formal or informal, but should be (documented) and allow enough time for all orientation topics and tasks to be completed.

The first day of employee orientation will include completion of all hiring (paperwork). A copy of the company's policies and procedures manual should also be provided, allowing time for the employee to read and sign an (acknowledgment) statement that they understand and will (comply with) company policy. This important document outlines what is expected of employees, and can assist in any possible human resource issues that may arise. With a signed document, there is no excuse for "not knowing" company policy. Other forms will include employee benefit forms, any (contractual) employment agreements, direct payroll deposit and emergency contact forms.

Direct deposit is a safe and easy way to have your money deposited directly into your (checking) or savings account. When you use direct deposit, you allow a company or organization to electronically transfer money into your bank account.

A tour of the building or store is a (vital) part of new-hire employee training, especially in larger companies. But even in the smallest of firms, a thorough tour will put the new hires at ease and help them (acclimate) to new (surroundings). Include the locations of emergency exits, (fire-suppression) equipment, telephones, storage rooms, (restrooms), supply locations and other key areas. Don't (neglect) to introduce the new hires to all (personnel) during the orientation tour.

☉ Match each definition (A – O) with today's vocabulary word (1 – 15)

Answer Key:

A-7; B-11; C-14; D-13; E-12; F-10; G-9; H-8; I-2; J-15; K-1; L-5; M-4; N-3; O-6

☉ Gap-filling Exercise

Answer Key: 1. neglected 2. implemented 3. acclimated 4. contractual 5. comply with 6. surroundings