

Service Oklahoma

New Employee Orientation

Friday Before NEO Monday – Set-Up for OKC

Starting at 4:00 pm

- 1) The NEO Team will identify the NEO Host and the Two Runners for the following Monday.
- 2) Training will put the parking space signs out.
- 3) HR will set up NEO swag bags & name plates
- 4) HR & Facilities will set up our Stations

HR Station

- Welcome to SOK
- Copy Identification
- NEO Folders

Employee Engagement

- Name Plates
- Refreshments
- Swag Bags

Facilities Station

- Badge Picture
- Parking Map
- Instructions for Parking Sticker Placement

NEO Monday - OKC

8:00 am - 8:15 am

(Please wear your SOK t-shirts.)

- 1) Training will set up NEO PowerPoint Presentation

8:00 am – 8:30 am (or up to 8:45 am if anyone is late)

- 1) The Two Runners will gather outside of Bldg 5, retrieve the new employees from Bldg 5's parking lot, and escort them to the Training Room.
 - a. Try to catch them before they go to Bldg 4's Customer Lobby.
 - b. If weather is bad, be sure to over communicate any changes.

8:30 am – 8:50 am

- 1) As the new employees enter the Training Room, the NEO Host will ask them to find their seat and feel free to grab a snack and drink.
- 2) Once the employees look settled, the NEO Host will explain each Station, advise them they will need to visit both Stations, and then assign each employee to their first Station.

8:50 am – 9:30 am (40 min)

- ➔ Training Presentation
 - Housekeeping – Bathrooms, emergency maps, etc.

9:30 am – 9:50 am (20 min)

- ➔ Employee Engagement Presentation

9:50 am – 10:00 am (10 min)

Stretch/Bathroom Break

10:00 am – 11:15 am (1 hr, 15 min)

- ➔ HR's Presentation
 - Part I (20 min)
 - *Mini-Break – if needed (5 min)*
 - Part II (20 min)
 - *Mini-Break – if needed (5 min)*
 - *If Running Late, notify IT & Facilities during this Mini-Break*
 - HR Onboarding Forms (15 min)
 - Part III & Quiz (10 min)

11:15 am – 11:35 am (20 min)

- ➔ IT Set-Up
 - All new employees (FT & PT) shall have their access set up before they leave NEO.
 - If four or more new employees are scheduled, then two IT Representatives should attend.
 - *Mini-Break – Stretch/Bathroom Break/Forms (employees who are waiting)*

11:35 am – 12:00 pm (25 min)

- ➔ Tour with Facilities
 - Tours are provided for all FT & PT new employees.
 - If bad weather, Facilities will notify HR if Tour is to be cancelled.
 - HR will note this on the Onboarding Checklist.

12:00 pm

- ➔ Supervisor pick-up
 - Remember the new employees have not had lunch.
 - Be sure to review the Onboarding Checklist to see what they are missing for their first week.