



POSITION CHANGE ORIENTATION

POSITION CHANGE & DETAILS	
Team Member Name	
Current Position	
New Position	
Manager Conducting Orientation	
Date of Orientation	

ORIENTATION AGENDA	EMPLOYEE SIGNATURE
1. New Job Description Handout Issued and Discussed	
2. What is Leadership Handout Issued and Discussed	
3. Manager Performance Appraisal Issued and Discussed	
4. Manager Job Titles and Benefits Issued and Discussed	
5. 90 Day Follow-up Review Scheduled <i>Date Scheduled:</i> <i>To Be Completed By:</i>	

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