



**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<br><i>Date Scheduled:</i><br><i>To Be Completed By:</i> |                    |

| HR/OFFICE USE ONLY |
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