



Business Office Manager Orientation

Employee Name: _____

A. General Orientation was completed on: _____

B. Job Specific Orientation requirements below.

The Business Office Manager, BOM, should complete all information on the check list for the following positions. All four check-lists along with this sheet should be in the BOM's personnel file for job specific orientation.

Human Resource/Payroll Director

Accounts Receivable Clerk

Accounts Payable Clerk

Receptionist

Supervisor Signature

Date