



## Receptionist Orientation

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. Job Specific Orientation below.**

Criteria	Information Source	Employee Signature	Instructor Signature	Date
1.) Introduction of all Department heads and understanding of areas of responsibility.	Administrator or Human Resources Manager			
2.) Understanding of phone system, usage and proper answering and transfer protocols.	Administrator/ Maintenance Dept.			
3.) Understanding of facility layout and ability to direct all visitors to appropriate area.	Human Resources			
4.) Understanding of responsibilities within the Business Office, assisting with Petty Cash, Resident Trust Fund, etc.	Human Resources			
5.) Understanding of mail sorting, sending and receiving of overnight packages.	Human Resources			
6.) How to assist referral callers with facility information and gathering of complete information.	Administrator or Admissions Coordinator			
7.) Proper usage of office equipment including: computer, copier, fax, postage and other.	Business Office Manager or Administrator			
8.) Administration of meal ticket system.	Accounts Receivable			
9.) Job Description	Human Resources			

