Week 7 Orientation Checklist Assignment

Due Friday of Week 7

50 points

**Purpose:** The purpose of this assignment is to develop a new employee orientation checklist for a hotel foodservice department

* Skills: As a result of completing this assignment, you will apply research skills and gain experience in planning employee orientations
* Knowledge: Students will gain knowledge about employee orientation and socialization in the hospitality industry.

**Task:** Using the form on pages 2 and 3 of this assignment:

Create a checklist which could assist the Manager in leading a new employee through a comprehensive tour of the Rebel Hotel food service and a review of all significant company information. The Rebel Hotel food service department includes: employee break room, bar/lounge, dining room, and banquet room and kitchen.

* To earn an A you need to complete all of the blanks under each topical area with *appropriate* items (ranges from 10-15).
* To earn a B you must have a minimum of 9 *appropriate* items in each designated topical area.
* To earn a C you must have a minimum of 5 *appropriate* items in each designated topical area.
* Cite 2-3 references to support your items you include in the assignment

#### Criteria for Success: A successful assignment will have the following characteristics:

* Cite **2-3** references. The minimum information that must be included in the citation is the following:
	+ If printed or electronic journal article: Title of Article, Title of Journal, Date and Issue number (if available).
	+ If web site: Title of article or company and website address
* Your name is included within the checklist and in the name of the file.
* Late assignments are not accepted.

**New Employee Orientation for Rebel Hotel Food Service Department**

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| **Student Name:**  |  |

**REFERENCES**

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# COMPANY OVERVIEW

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# EMPLOYEE INFORMATION

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