

New Employee Orientation Training Attendance

Hotel Staff

Employee Name

Department

Position

Date of Orientation

Orientation Topics Covered

Topic	Trainer	Attendee Initials
Welcome & Introduction		
Hotel Policies & Procedures		
Health & Safety		
Fire & Emergency Evacuation		
Code of Conduct		
Guest Service Standards		
Departmental Orientation		

Acknowledgement

I acknowledge that I have attended the New Employee Orientation Training and understand the Hotelâ€™s standards and expectations as outlined above.

Employee Signature

Trainer Signature

Date