

# 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 Hotel's standards and expectations as outlined above.

Employee Signature

Trainer Signature

Date