

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: ORIENTATION

POLICY NO. 706

PURPOSE:: To provide a statement identifying the need for orientation and the topics to be part of the orientation session.

POLICY:: All operating units will provide orientation and on-the-job training to newly hired employees, which shall include, but not be limited to:

1. basic County policy
2. employee benefits
3. goals and policies of the Department

Orientation to the job and how it relates to the overall goals of the Department will also be provided.

EFFECTIVE DATE: Nov 24, 1975

SUPERCEDES:

APPROVED: Signature on File
