

Infinite-I Workforce Solution's Online Orientation Checklist

Online orientation made simple.
Use this checklist to streamline your orientation process.

PREPARE

- **Orientation Agenda:** Each orientation session already follows a pattern, now we need to document it. In this step, simply create a repeatable orientation framework to be applied to each session.
- **Choose Content:** Decide what type of content you would like to include in your digital orientation packet. In addition to video content, many companies include their company handbook, messages from the CEO, COVID warnings, etc.
- **Create Uniform User Access:** Customize username patterns specific to your company. Establish credible password requirements for added security.

IMPLEMENT

Your client success representative will assist in this process.

- **Add Existing and New Employees to the System:** Set up your workforce for individualized micro-training.
- **Browse Existing Content Library:** With 850+ titles in our trucking course selection catalog, we provide you with ready-made content so you can immediately begin assigning orientation and training courses. Are there common areas that you would like to cover with your new drivers? Are there any areas where you find your drivers need some extra reinforcement?
- **Upload Content (Optional):** Easily upload orientation packets you would normally have to print. Digitally deliver your employee handbook, financial forms, benefits information, policies/procedures, ELD manuals, etc. You can also include a company directory and a company overview video from the CEO. Putting a face to your company will establish a solid relationship with your drivers from Day 1.

EXECUTE

- **Assign Content:** Assign content to individuals or groups of employees based on specific parts of your company you want to strengthen. Frequent and consistent awareness training drives behavioral changes that reduce accidents.
- **Track Completion:** Easily run reports on which employees have completed their assignments. Solidify your due diligence in providing documentation and safety training.
- **Maintain a Record:** Access completion records anytime, from anywhere. These records will make you more defensible in court, reducing your liability in the event of an accident.
- **Mitigate Risk:** Accountability documentation is provided for you. Create a culture of safety that reduces accidents, saves money, and increases profitability.

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Setting Up Your Online Orientation is Easy as P.I.E.
Prepare - Implement - Execute

COMPANY CONTENT

- Welcome video from a top executive (vision statement, mission statement, values, etc.)
- Company handbook
- Drug & alcohol policy
- Fatigued driving policy
- Distracted driving/device usage policy
- Company organizational chart

JOB-RELATED CONTENT

- Role job description
- Essential worker exemption form
- Coronavirus policies
- Accident response plan

TRAINING

- Safety items you wish to bring into focus
- ELD and other in-cab technology training
- Equipment specific training

OTHER POTENTIAL CONTENT

- Links to employee benefits
- W-4 form (make sure you have the 2020 edition!)
- I-9 form
- Direct deposit forms
- Fuel cards
- Expense report form

These are good suggestions for potential content that can be included in your orientation package, but you should brainstorm other content to include based on your company's and customer's needs.

