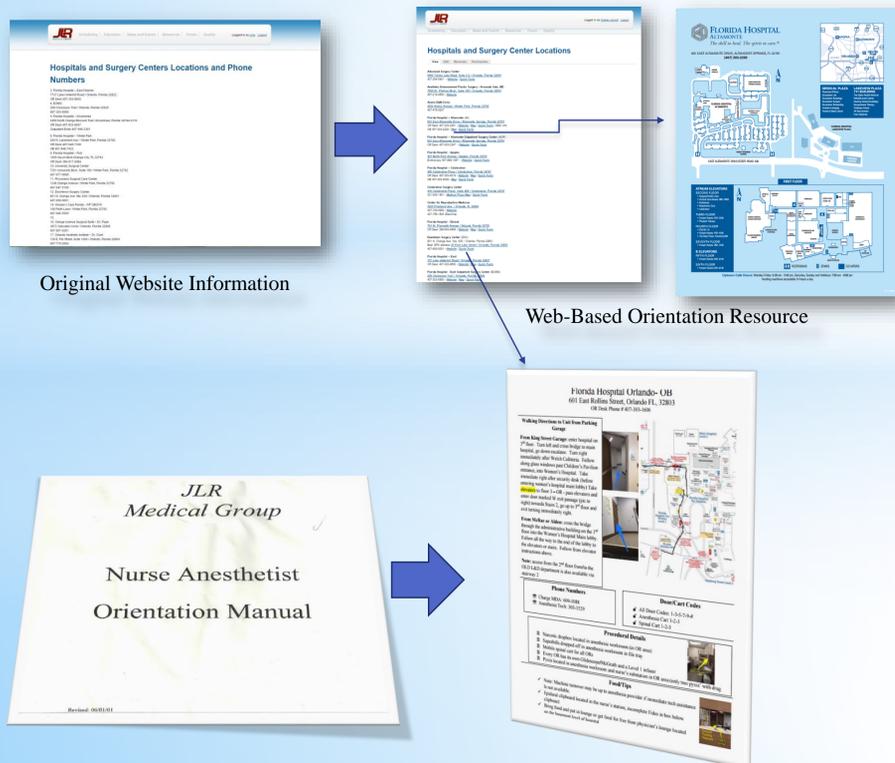


# JLR New Hire Information

Kelly Ann McGuire, BSN, SRNA & Lindsey Kathleen McNutt, BSN, SRNA  
 Project Mentor: Casey Scandura, CRNA, MSNA; JLR  
 Committee Chair: Alescia DeVasher Bethea, PhD, CRNA  
 Nurse Anesthesia Program, Adventist University of Health Sciences

## Description

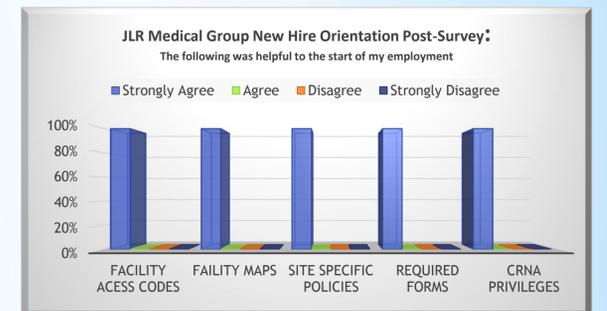
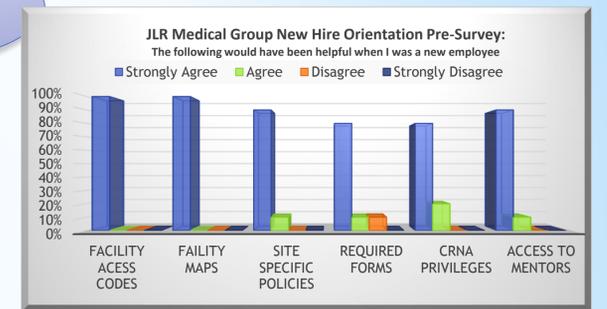
- JLR Medical Group had an ineffective and outdated orientation process for new hire Certified Registered Nurse Anesthetists (CRNA) and Anesthesiologists. The most up to date orientation manual version was created in 2001. Concern has been expressed about the lack of information provided to new JLR employees.
- To address this problem: Staff was surveyed for new hire needs
- All 36 locations were visited for new hire information collection
- Information was compiled in an accessible, mobile-compatible, web-based format
- Employees within their first 6 months of employment evaluated the usefulness of the compiled information



## Literature Review

- Smith (2013) found that the first 45 days of a new job are the most important. Easing the transition is identified as the most important factor to reduce employee turnover rates.
- Hacker's (2004) research has found that employee handbooks are essential. When new hires are well oriented to their surroundings and expectations, fewer mistakes are made.
- Equally as important is following up with the recent new hires on what would have made the experience better (Hacker, 2004).
- In a study by Peltokoski et al.(2015), it was identified that web-based communication for orientation is the most widely accepted form. This study found the most critical aspect of an orientation process to be the role of the preceptor or mentor.
- Landgraf (2012) suggests some basic required elements of a new employee orientation to include presenting the company's vision, mission, and goals; identifying rules, forms, and regulations, and familiarizing new employees with policies, procedures, facilities, and staff.
- Dunn & Jasinski (2009) found that appropriately introducing employees to their workspace, job-specific training, and available resources ahead of time were desired by most new hires. Making people feel comfortable and prepared was important in decreasing the turnover rate, improving overall satisfaction, and decreasing stress.

## Outcomes



## Conclusions

- There can be a reduction in new employee stress, employee turnover, and improvement in employee satisfaction with an effective orientation resource.
- Both new hires and current employees positively benefited from the orientation resource.
- Limitations included: Small sample size, time constraints, lack of IT skills and web design experience, and the inability to authorize or delegate mentors.

## References

Please refer to the back of the poster for a complete list of references

For access to the web-based format of JLR's New Hire Information visit:  
<http://www.jlrmedicalgroup.com/New-Hire-Information>