



NEW HIRE ORIENTATION ACKNOWLEDGMENT FORM

To ensure all employees are up to date on the current AEOA policies and procedures, we require all new and returning employees to complete an Employee Orientation.

Please visit our website www.aeo.org - click on Employee Portal - expand the New Hire Orientation section. From there, you will see each training section that is required to be reviewed. Once completed, please sign off on each of the sections listed below. Please return the completed form to the Human Resources Department.

1. AEOA PERSONNEL POLICY

I, _____ (First & Last Name), have received the Personnel Policy approved by AEOA's board of directors. It is my full responsibility to read it thoroughly and understand it.

Signature

Date

2. CONFIDENTIALITY POLICY

I, _____ (First & Last Name), have reviewed and understand the confidentiality policy listed on the AEOA website. It is my full responsibility to read it thoroughly and understand it.

Signature

Date

3. TECHNOLOGY POLICIES

I, _____ (First & Last Name), have reviewed and understand all sections of the three technology policies: Internet Acceptable Use and Safety Policy, Security of Technology Policy, and Social Media Communication Policy. It is my full responsibility to read it thoroughly and understand them.

Signature

Date

4. TITLE VI TRAINING

I, _____ (First & Last Name), have reviewed and understand all the Title VI Training. It is my full responsibility to read it thoroughly and understand them.

Signature

Date

5. NEW HIRE ORIENTATION

I, _____ (First & Last Name), have reviewed and understand all sections of the New Hire Orientation listed on the AEOA website. It is my full responsibility to read it thoroughly and understand it.

Signature

Date