

Vendor orientation should include the following:

- Create an information kit for each member of the vendor's team
- Provide a security and safety briefing, with video if available
- Prepare former employees for the new "rules" (e.g., security)
- Have the vendor (or vendor team) visit your site
- Share your company information, including its history and culture
- Provide a list of contacts and introductions
- Share tips on getting things done
- Provide copies of manuals and guides for vendors working in-house
- Arrange for a presentation on your company
- Provide company giveaways
- Create a special website or intranet area for the program
- Give each member of the vendor's team access to the intranet
- Introduce them to stakeholders
- Introduce them to customers
- Ensure all vendor employees have appropriate security access
- Work with the vendor to implement an orientation process for vendor employees who join the team after the initial orientation