Inputs

- Needs Assessment Results (reports on current results, desired results and gaps)
- Funding (for orientation training program)
- Materials (books, supplies, etc)
- Facilities (classrooms, etc)
- Staff (trainers, content experts, instructional designers, etc.)
- Audience Analysis (report on entry skills of new employees, etc.)
- Orientation resources (worksheets, manuals, guides, etc)

Activities

Redesigning Orientation program and training of trainers

- *-evidence of instructional design completed (objectives, design documents, etc).*
- *# of orientation trainers trained*
- *-evidence of drafts of course materials*

Pilot testing of new Orientation program and revisions to it

- *-# of pilot courses offered*
- *-feedback from pilot courses*
- *-review of revisions made based on pilot courses feedback*

Developing of Orientation website

- *-website planning reports; stakeholder surveys of website needs; reviewing beta website; etc.*

Planning of mentor matching program with new hires and mentor training

- *# of trained mentors*

Outputs

Orientation courses delivered across agencies

- *-# of courses offered*
- *-course scheduling data from training catalog*
- *-# of graduates*
- *-# of participants not completing the orientation program*
- *- end of course evaluations*

Website developed

- *-review of "live" website for quality of information*

Mentorship matching completed

- *-# of mentor matches*
- *-# of mentors having first meeting with mentees*

Outcomes

Orientation graduates are able to perform tasks

- *-observations of employee performance*
- *-% receiving satisfactory or higher performance reviews from their managers*
- *-% positive results from sample employee and manager surveys*
- *-follow-up interviews with select graduates 6 months after completion*

Orientation graduates are using website

- *-# of website users logging in weekly in 1st six months after completing Orientation*
- *-# of orientation resource downloads per month*

Mentor-mentee relationships are continuing

- *-# of mentors-mentees communicating at least once a month as reported by both parties in survey*
- *- # of managers requesting that their new employee have a mentor*

Impacts

Retention improvements

- *-# of Orientation graduates in job 3 years after Orientation*
- *-Comparison of promotions for orientation graduates vs. non-graduates 5 years after course*

Improved agency performance

- *% increase in client satisfaction with the agency*
- *-evaluation reports and audits of agency performance*
- *-results of subsequent needs assessments and evaluations of the agency*