

Staff Orientation Training Attendance Form

The **staff orientation training attendance form** sample is designed to efficiently track employee participation in orientation sessions. This form ensures accurate record-keeping and helps organizations monitor new hire engagement. Utilizing this template promotes a streamlined onboarding process and compliance with training requirements.

Date of Training:

Trainer/Facilitator Name:

Training Location:

Employee Attendance

#	Employee Name	Job Title	Department	Signature	Time In	Time Out
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments/Notes:

Submit