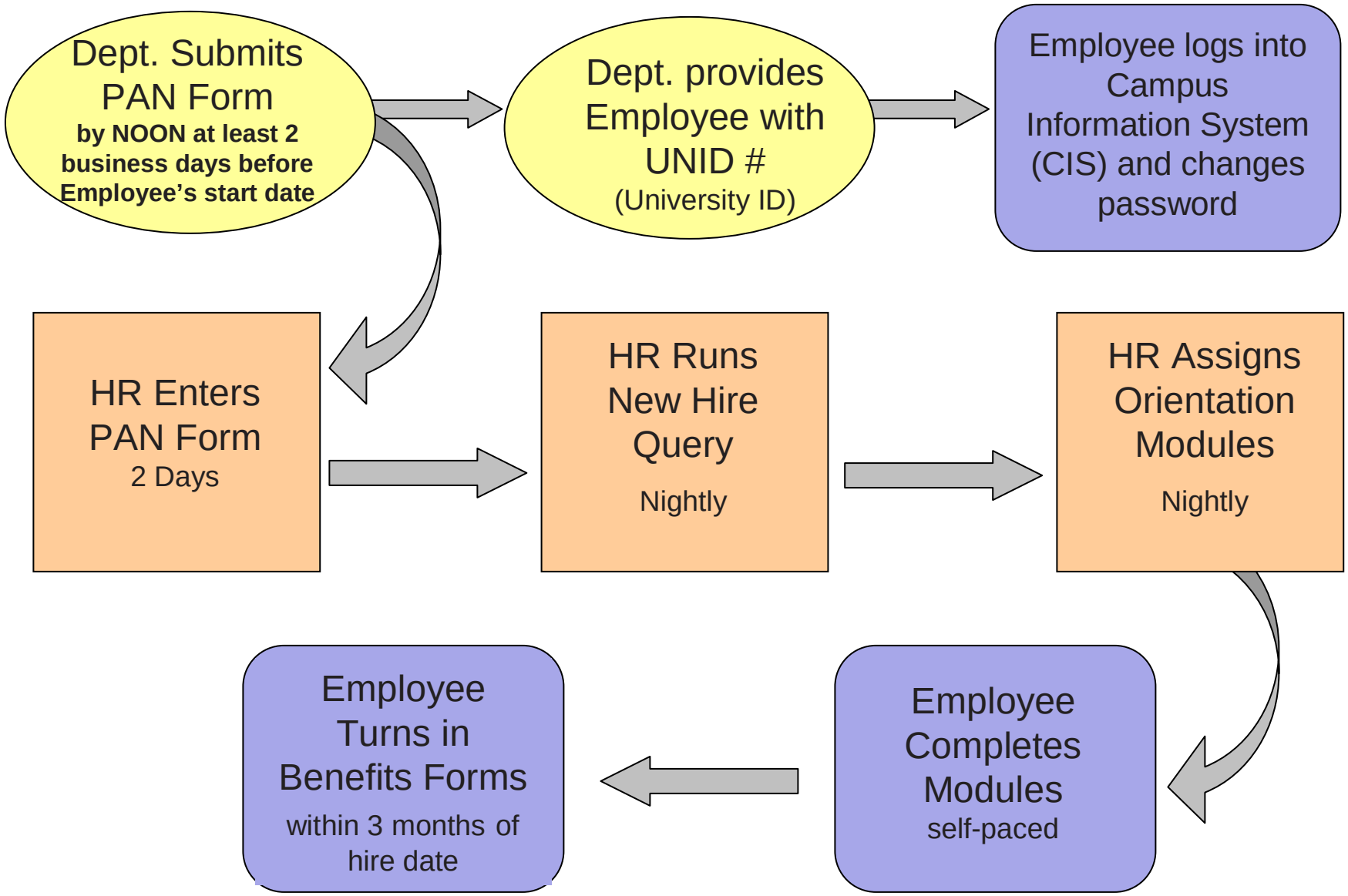New Hire Orientation Flowchart