

New Employee Orientation

Original Implementation: September, 1990

Last Revision: April 12, 2016

The purpose of this policy is to ensure that new employees receive sufficient orientation to enable them to perform their assigned duties. It is the responsibility of each department to require new employees to participate in the new employee orientation. The hiring department is responsible for scheduling the new employee for orientation with Human Resources prior to the new employee's first day of employment.

1. The first orientation session is conducted by Human Resources on or before the first day of employment. In this session, the new employee receives detailed information about SFA, including medical benefits, retirement, payroll, required trainings (including EEO), and other information important for new employees.
2. The second orientation session is conducted within the first six weeks of employment by the employee's immediate supervisor. This session is provided to acquaint the new employee with university policies and procedures, departmental details, and information regarding the expectations for performance of the job duties. Human Resources will provide the department with a checklist describing the appropriate topics to cover with the employee. The checklist should be returned to Human Resources upon completion.

While orientation is required for all new employees, the supervisor should maintain flexibility as to the extent of the orientation sessions, i.e., individuals having previous university employment may not require the in-depth training that would be needed by a first-time employee. At the supervisor's discretion, an employee transferring from one university department to another may be required to participate only in the departmental employee orientation (see No. 2 above).

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: New Employee Orientation Checklist (available in Human Resources)

Board Committee Assignment: Academic and Student Affairs