New Employee Orientation

Original Implementation: September, 1990
Last Revision: April 23, 2013

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. New employee orientation is normally held on Monday mornings in the Human Resources department.

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, completes a new employee orientation packet which includes their benefit selections, payroll information, U.S. Citizenship and Immigration Services forms (I-9), receives information about training and other benefits and attends mandatory EEO and safety trainings. The new employee must bring documents to the orientation session that verifies their identity and authorization to work to satisfy the I-9 requirements. The employee must complete the first section of the I-9 on or before the first day of employment. They should also plan to bring relevant information with them to enroll any eligible dependents in health insurance (such as birth dates, social security numbers and addresses).

2. The second orientation session is the departmental employee orientation, 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. The supervisor should use the "New Employee Orientation Checklist" provided by Human Resources to ensure they have covered all the essential information needs of the new employee. The completed checklist should be returned to Human Resources and will become a permanent part of the employee’s personnel file. Each department should maintain a copy for their files.

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