

New Employee Orientation

Original Implementation: September 1990

Last Revision: April 11, 2022

Purpose

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 hiring department to require new employees to participate in the new employee orientation.

General

The human resources department orients new employees to SFA in two different sessions: a benefit information session and a general orientation session. The hiring department is responsible for scheduling the new employee for each session with human resources.

The benefit information session is conducted by the human resources department before or within the first 30 days of employment. In this session, the new employee receives detailed information about SFA benefits and retirement options available to new employees.

The general orientation is conducted within the first 90 days of employment by the human resources department. This session provides the new employee with information on SFA's mission, vision, history, culture, policies, procedures, and traditions.

The human resources department also provides hiring departments with an orientation checklist that details appropriate topics to cover with all new employees. The checklist requires hiring departments to provide new employees with department-specific information, training requirements, and the expectations for performance of the job duties. The checklist should be returned to human resources upon completion and it will be filed in the employee's personnel file.

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 only need to complete the orientation checklist.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: New Employee Orientation Checklist

Board Committee Assignment: Academic and Student Affairs Committee

Revision History: April 30, 2019
April 12, 2016
April 23, 2013
April 20, 2010