



OPERATING PROCEDURES

SUBJECT: NEW EMPLOYEE ORIENTATION

1. Objectives

The objectives of the New Employee Orientation are to learn job procedures, establish relationships with co-workers, and gain a feeling of belonging. NWF State College New Employee Orientation will give new employees exposure to three different types of information: organizational information, policies and procedures, and general. Properly trained new employees will contribute to high morale, high performance and retention.

2. Responsibilities of Human Resources

Orientation provides an opportunity for new employees to get acquainted with the College's policies and procedures so that employees know what is expected of them and what to expect from the College. Policies and procedures outline some of the new employee's initial instructions so that they can stay in step with the rest of the organization. Human Resources will assume responsibility for these areas, along with benefits, so that the new employees understand what the benefits provide. To welcome and answer questions of immediate concern to new employees as well as completing employment forms as soon as practicable on or after the first day of work is high priority to Human Resources.

3. Department (Work Environment)

Department orientation information prepares the new employee by introducing him/her to the work environment, co-workers, and formal & informal work rules. The supervisor will conduct this portion of the orientation. The supervisor will also be responsible for briefing the new employee and implementing the following:

- Welcome
- Introductions to co-workers; assignment of trainer/sponsor
- Department orientation tour
- Information concerning work hours, department rules
- Explanation of departmental organizational chart structure
- Detailed explanation of department objectives, new employee's duties, standards of performance and conduct
- Procedures of performance appraisal and feedback
- Explanation of policies and procedures
- Employee's responsibilities for work attitude, attendance and conduct
- Discuss all items of interest and concern of new employee

Supervisors are encouraged to assign a trainer and maintain a training timeline in coordination with new employee's probationary period, if applicable. Taking time to conduct orientation the first day and week is highly recommended.

4. Probation

New career service employees will be on probation for six months. Supervisors will be requested to forward appropriate evaluations to Human Resources. Effective new employee orientation will help increase retention, reduce costs and reduce liability by ensuring new employees get the information they need upon arrival.