

## New Employee Orientation

### **Policy/Procedure**

An important aspect of providing quality service to our students is to welcome and properly prepare new employees to the college. The initial orientation conducted by Human Resource Services is held the first and third Wednesday of each month. All new employees are required to attend this session for an introduction to the campus and to become familiar with college policies, procedures, and programming. In addition, employees will receive a comprehensive overview of the college's benefits to assist them in making an informed decision when selecting options.

Within the first three months of employment, new employees will be invited to Navigating Dickinson, a second orientation program hosted by Human Resource Services, along with other colleagues who recently joined the college. This program includes representatives from various campus divisions providing an overview of their services. Representatives from Human Resource Services are also present to answer questions.

Supervisors should insure that new employees are released from work to attend both orientation programs offered by Human Resource Services. In addition, it is important for new employees to receive a detailed orientation of the department to which they are assigned to support a successful transition to the college. This should include a tour of the department, introduction to coworkers, and access to resources to complete their assigned responsibilities.

Having a checklist to review with new employees that includes essential information about the department is suggested. Supervisors are also encouraged to schedule new employees for a campus tour (by joining one of the scheduled Admissions tours) during the first two weeks of employment. Tours are offered by the Admissions office on Tuesdays and Thursdays. Please contact the Admissions office to schedule at ext. 1231 or at [admissions@dickinson.edu](mailto:admissions@dickinson.edu). If you need assistance in designing an orientation program for your department, please contact Human Resource Services.

### **Related Information**

<b>History/Revision Information</b>
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**Responsible Division/Office:** President's Office

**Effective Date:** July 14, 2014

**Last Amended Date:** July 14, 2014

**Next Review Date:**

**Also Found In:**