

Pine Technical College

Policy and Procedure

Policy Number: 112 Rev 1 **Date:** 7/01/2002, **Revision Date:** 1/5/2009
Division/Department: **Author:** Robert L. Musgrove and Penny Hudlow

Subject: New Staff Orientation

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Purpose:

This policy will guide the supervisor with an established procedure for the new employee orientation process so that new employees can be effectively integrated and educated about the college and its operations and their role, responsibilities and benefits within it.

Policy:

Pine Technical College has established a procedure for new employee orientation that includes the New Employee Checklist.

Procedure:

1. The New Employee Checklist section "Meeting with Human Resources" will be completed with the employee during new employee orientation with the Human Resources staff. This will document/confirm the appointment letter, benefits information (if eligible), Campus Security, Code of Conduct, E-Time, and Online Training Videos required for new employees, and other information pertinent to the new employee's position.
2. Upon completion of the "Meeting with Human Resources" portion of the form, it will be forwarded to the hiring manager/supervisor.
3. The supervisor will meet with the new employee and complete the section "Meeting with the Supervisor". This will document/confirm the department/division orientation (review policies, mission/goals), designate a mentor, review position description or appointment notice, conduct building tour, provide necessary office equipment information and/or training, schedule a meeting with the President, order business cards, name badge, etc. as needed.
4. The supervisor will ensure that the activities are conducted and that the form is completed and signed by the new employee.
5. The supervisor will return the New Hire Checklist form to the Human Resources for filing in a timely manner.

Responsibilities:

Responsibilities are assigned according to the procedure established above.

Dissemination:

Each supervisor will be responsible for disseminating this policy to new employees in his/her division. The New Hire Checklist will be posted on the Intranet/Forms. The policy will be posted on the College website.

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Policy 112 Rev 1 (continued)
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