

Orienting Employees

Orientation Program Guidelines

Your new hires should have completed the SSU On-Line New Employee Orientation Program, sponsored by the Department of Human Resources on his/her first day of work, which provided your new employee with a broad overview of the SSU organization, as well as the main services, privileges and resources that are available to him/her. He/She should also enroll in Benefits within 30 days from their date of hire. Please make certain you complete the Human Resources Supervisors Checklist for New Hires, and return it to the Human Resources Department within the first 30 days of employment.

It is critical to officially welcome and orient your new employees to your part of the organization.

It is now time for you to "immerse" your new hire in your specific department/division! The orientation process for a new employee doesn't happen in one day, one month, or even six months; it is an ongoing process. However, it is ideal to provide the new hire with a formal orientation to your part of the organization within his/her first week of work.

Below is suggested content for a local orientation program.

Officially Welcome Your New Employee

- Introduce new hires to the entire department
- Review department's mission and goals
- Provide historical overview
- Explain organizational structure
- Give tour of relevant offices
- Ask a peer to take new hires out to lunch
- Provide new hires with a first week agenda: office procedures, people they will meet, technology they will be learning, etc.

Review Job Responsibilities

Provide a copy of the job description and review job functions, competencies, and expectations for working in the department.

Explain Departmental/Unit-Wide Policies, Procedures and Available Resources

See [Pre-Arrival Checklist](#), [First Day/First Week Checklist](#), and [Three to Six Month Checklist](#) for key issues to cover.

Review Significant University Policies

Significant policies are discussed during the New Hire Orientation Program, as well as on the Human Resources page on the SSU website. Remind your new hires of these resources.

Review Security, Safety and Confidentiality Procedures for Your Department. People to Meet/Contact

- Provide a list of key contact people in the unit
- Consider assigning a mentor or buddy for new hires. This should be determined by individual department.
- Set up a meeting with department head and any other administrators and staff members, if appropriate