

The New Employee Orientation – What Managers Need to Know

Description

The purpose of the new employee orientation is to introduce the new employee to the institution and to explain the University's purpose, culture and mission. This is an important experience for the new employee, and the orientation should help create a sense of identity and a sense of pride in being a part of the organization.

Many issues need to be addressed in the new employee orientation. New employees have a lot to learn about policies and procedures and everyday survival in their new position. Often, the employee is overloaded. It is up to HR and the supervisor to present all of this information in way that the employees' needs are met and they are able to become productive in their new jobs.

Objectives

After this training program, supervisors and managers should be able to:

- Prepare for a new employee's arrival
- Provide critical support to a new employee upon arrival
- Review training plan and identify new employee concerns

Audience

This training program is designed for individuals who many be required to conduct or participate in a new employee orientation. Human Resources presents the actual orientation, but supervisors and managers must have a good understanding of their role in the orientation process.