NEW EMPLOYEE ORIENTATION

Office of Human Resources
Information Session
Overview of Presentation

- Purpose of orientation
- Online resources and tools
- Orientation procedure
- Role of Human Resources
- Supervisor responsibilities
- New employee responsibilities
- Conclusion
Purpose of Orientation

- Introduce employee to the work environment
- Gain feeling of belonging
- Create a positive impression
- Prevent uncomfortable feelings of isolation and frustration
- Make new employees feel part of a group
Critical Components

- Active participation
- Spread out over period of time
- Avoid “information overload”
- Opportunity for mentors to assist in acclimating employees – simple and rather inexpensive
- Use of available online resources
Results of Positive, Effective Orientation

- Excited employee, who quickly becomes well adjusted to the organizational culture
- Employee who understands the University goals and how he/she fits into them
- More productive employee
- Employees have positive impression
Faculty and Academic Staff - Post Offer Hiring & Orientation Process

- After candidate accepts verbal offer, offer letter is sent to candidate with W-4 & I-9 forms
- Signed offer letter is returned, PA form drafted (by Provost’s area, HR or Athletics) once written acceptance received, paperwork generated and distributed to SOFAS & HR
- Benefits Specialist sends an e-mail to new employee containing benefits information and instructs new employee to set up personalized benefits appointment
- Network and e-mail access is granted
Faculty and Academic Staff - Post Offer Hiring & Orientation Process

On or around first day of employment, HR sends e-mail to supervisor and employee with important information for completion (orientation checklist, new employee online orientation, and employee information card)

- Supervisor prepares for arrival of new employee and reviews Orientation Checklist, ensuring work area is equipped and ready
Classified Staff – Post Offer Hiring and Orientation Process

- After verbal acceptance of job offer, HR coordinates benefits appointment, generates appointment letter and mails to candidate with W-4, I-9 and Direct Deposit forms
- HR generates a PA form and enters employee into system
- Network and e-mail access is granted
Classified Staff – Post Offer Hiring and Orientation Process

- On or around first day of employment, HR sends e-mail to supervisor and employee with important information for completion (orientation checklist, new employee online orientation, and employee information card, name of Campus Resource Person)

- Supervisor prepares for arrival of new employee and reviews Orientation Checklist, ensuring work area is equipped and ready
Supervisor Responsibilities

- Prepares for new employee’s first day, reviews Orientation Checklist
- Respond to CIT e-mail to coordinate network access
- Discuss Orientation Checklist, introduce employee to co-workers, and coordinate job specific training
- Supervisor or designee verifies and completes I-9 form within first three days of employment and forwards to HR
- After three months, send signed and completed Orientation Checklist to HR
New Employee Responsibilities

- Sign and return offer letter (unclassified only)
- Contact Benefits Office to schedule benefits orientation (unclassified only)
- Complete New Hire paperwork
- Meet with Benefits Specialist and HR during first week of orientation
- Complete on-line orientation
- Ask questions
Orientation Process – Events During First Week

- Employee meets with Benefits Specialist and HR for benefits/HR orientation
- Employee e-mails completed Employee Information Card to HR and submits other new hire paperwork
- Employee meets Campus Resource Person or Mentor
- Employee views New Employee Online Orientation
- Employee continues job specific training, asking questions as necessary
Orientation Process – Beyond First Week

- After one month of employment, HR will follow up with the new employee by calling him/her to solicit feedback
- Orientation Checklist is completed by supervisor and employee and forwarded to HR after third month of employment
- Supervisor completes three month Performance Evaluation (if classified) and sends to HR
- Revisit online orientation as necessary, continue to ask questions
New Employee Online Orientation

- Developed to assist new employee
  
  Introduction to the University
  Community
  
  Provide contact information & resources
  
  Encourage learning about committee involvement & governance opportunities
  
  Introduction to policies & procedures
Location of Online Orientation

- Available to UWGB employees, both new and current employees
- Select employee type and proceed
- Follow through screens in order, or proceed to areas of interest as listed in sidebar
- Participate in interactive quizzes
- Replaces previous paper manual with convenient online access

http://www.uwgb.edu/hr/Newhire/orientation.htm
Campus Connection Program for Classified Staff

- Replaces former COMRADE program
- Current classified staff may volunteer to become a resource person for new employees
- All new classified employees are matched with another classified employee to be his or her Campus Resource Person
- This person will contact the new employee periodically during his or her first few weeks, offer a tour of the campus, invite the new employee to a CSAC (Classified Staff Advisory Council) meeting, and take the new employee to lunch, sponsored by Sodexho and the Provost’s Office
Mentoring Program for Academic Staff

- Experienced staff can share knowledge of the University, support, and guide new staff
- Share advice and personal experiences
- Ease transition into University Community, inviting new employees to participate in University activities, events, and governance
- Contact Lynn Niemi for more information at ext. 2849
Faculty & Lecturer Program

- Coordinated through the Provost’s Office
- Initial Orientation occurs during week of Fall Convocation
- Also have mentor program available
Program Information

- Program goals, overview, procedures, and additional information are located on the HR website

- Encourage employees to participate in these programs, provide opportunities to meet others, develop friendships external to the department

http://www.uwgb.edu/hr/Newhire/index.htm
Web Resources

- Newly revised orientation section allows for easier access – new employee category
- Action Items Section – forms for completion
- New employee photo page – see who else is new on campus

http://www.uwgb.edu/hr/forms/index.asp?cat=24

http://www.uwgb.edu/hr/Campuscommunity/employees/NewEmployees.htm
More Web Resources

- Offer letter templates also available
  [http://www.uwgb.edu/hr/forms/index.asp](http://www.uwgb.edu/hr/forms/index.asp)

- Post offer Hiring and Orientation Process summaries for Faculty, Academic Staff, and Classified Staff
  [http://www.uwgb.edu/hr/forms/index.asp?cat=24](http://www.uwgb.edu/hr/forms/index.asp?cat=24)
Employee Safety Training Requirements

- Current training requirements and delivery options
- Refer to handout
- Contact Jane Rank, Safety and Risk Manager with any questions – ext. 2273
Employee Emergency Contact Information

- Procedures on collection of this information to be announced at a later date
- HR will be coordinating the collection of this data within the next several months
Conclusion

☐ Questions?
☐ Suggestions welcome
☐ Contact HR at ext. 2390 or hr@uwgb.edu