

### CLASSIFIED STAFF ORIENTATION

Orientation provides classified new employees with a comprehensive overview of the organization and an introduction to their department located either at the college or District Office. Orientation of all new employees to the organization is required and is the official welcome from the college or District Office. The Human Resources Department (either at the college or District Office) and the hiring manager/supervisor will be responsible for the orientation of employees. A planned curriculum will contribute to the program's success.

First impressions of new employees affect future job satisfaction, competence and loyalty. An orientation program is a critical factor in shaping the work attitude. The attitudes formed in the early days on the job tend to persist and are not easily changed.

There are three parties who are the main stakeholders in the success of orientation:

1. Human Resources: Responsible for providing the necessary new employee documents and ensuring their accurate completion.
2. New Employees: Responsible for learning college or district policies and procedures, who need to know their surroundings, and who hope to grow in their jobs
3. Management: Responsible for providing a departmental and college or District Office orientation.

Procedure:

All new employees of the District will be provided with a three-phase orientation to the organization, as follows:

1. Orientation to complete new employee documents conducted by the college or District Human Resources Office depending on the location of the employee (to be completed prior to the employee's first day of work).
2. A structured full day orientation to the organization (to be completed within 30 days of employment).
3. Orientation to the department and college where the employee will be physically located. This orientation is to be conducted by the hiring manager/supervisor (within the first week of work).