

PERSONNEL

Personnel

New Employment Orientation (6.24)

PURPOSE

The purpose of this policy is to provide new employees with an overview of university policies, benefits and operating procedures.

POLICY

It is the intent of Tennessee State University to facilitate a positive and lasting employment relationship with new employees. This shall be accomplished in part through new employee orientation sessions conducted by the Personnel Department.

PROCEDURE

Employee orientations are structured to provide valuable, standardized information through an orientation checklist. Orientation sessions may be conducted on an individual or group basis, vary in the amount of time and are as comprehensive as possible. Orientation sessions are usually conducted by the Personnel Department within the employee's first week of employment.

Supervisors shall be responsible for welcoming new employees and communicating with them regarding University policies, procedures, rules and regulations unique to the office or work area.

REFERENCE

Supersedes "New Employee Orientation" Policy No. 5:07 in the University Wide Policy Manual