



## **New Hire Orientation (6.24)**

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### **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 an online new employee orientation session facilitated by the Office of Human Resources.

### **PROCEDURE**

New Hire Orientation is structured to provide valuable, standardized information through an easy to use online format. Orientation is self-directed and can be found at:

<http://www.tnstate.edu/hr/orientation.aspx>

Orientation Letters are distributed by the Office of Human Resources at the time the new employee signs their employment contract.

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.

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### **REFERENCE**

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

Updated 9/2014