Guidelines for Conducting a Departmental Orientation

Your new hire should have completed the New Employee Orientation sponsored by the Department of Human Resources. At this point it’s time for you to "immerse" your new hire in your specific department.

Below is suggested content for a local orientation program. It may also be helpful for you to sit in on the New Employee Orientation so that you can assess whether your local program complements what is being covered in the general orientation program.

Officially Welcome Your New Employee

- Introduce new hires to the entire department
- Review department’s mission and goals
- Provide historical overview
- Explain organizational structure
- Give tour of relevant offices
- Ask a peer to take new hires out to lunch
- Provide new hires with a first week agenda: office procedures, people they will meet, technology they will be learning, etc.

Review Job Responsibilities

- Provide a copy of the job description and review job functions, competencies, and expectations for working in the department

Explain Departmental/Unit-Wide Policies, Procedures and Available Resources

- See New Employee Entry Checklist for key issues to cover

Review Significant University Policies

- Significant policies are discussed at the New Employee Orientation, as well as on the Policies & Procedures page on the Human Resources website. Remind your new hires of these resources.

Review Security, Safety and Confidentiality Procedures For Your Unit

People To Meet>Contact

- Set up a meeting with HR Officer to introduce new hires to HR services and processes
- Provide a list of key contact people in the unit
- Consider assigning a mentor or buddy for new hires
- Set up a meeting with department head and any other administrators and staff members, if appropriate