



# Employee Orientation

## CITATION REFERENCE

OFFICIAL TITLE POLICY ON EMPLOYEE ORIENTATION

VOLUME HUMAN RESOURCES

RESPONSIBLE OFFICE

## Policy Statement

Each institution shall conduct a general employee orientation program for each employee.

All new employees are responsible for reading and being familiar with policies and procedures of the institution. Applicable policies are found in the Policy Manual regarding Employee Orientation.

This policy ensures sufficient introduction to and compliance with the policies and procedures of the institution, completion of required forms, and completion of required training that are conditions of employment. (See also HRAP provision on General Criteria for Employment)

## Applicability

All units of the USG are covered by this policy.

## Who Should Read This Policy

All USG employees and hiring managers should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- x None



