

# Employee Orientation

During initial employment, faculty and staff are required to participate in an orientation program facilitated by Human Resources and representatives from various University departments. The Orientation Program is an opportunity for employees to become familiar with the University and its policies, procedures, and benefits. It is important for employees to understand all the guidelines that affect and govern employment with Southeastern. The Orientation Program communicates important philosophy; University, division, and department policies; compensation; benefit programs, performance expectations, required workplace education, and other information necessary to

Classified supervisors are required to participate in additional computer-based training through the Comprehensive Public Training Program (CTPT).

3. Orientation presentation.
  - a. Staff: Orientation presentations are held in the Human Resources Office for staff throughout the year. Classified and unclassified staff are required to attend an Orientation Presentation.
  - b. Faculty: During the first week of the Fall and Spring semesters, the Center for Faculty Excellence holds an Orientation Program for new faculty. New faculty are expected to attend this Orientation Program.
  - c. Graduate Assistants and Resident Assistants: At the beginning of the Fall, Summer, and Spring semesters, Human Resources staff conducts Orientation presentations. Graduate Assistants and Resident Assistants are required to attend an Orientation presentation.
4. Departmental orientation. New faculty and staff receive a departmental orientation. Departmental specific policies and procedures, work expectations, and job responsibilities are addressed. New faculty and staff also learn time recording responsibilities.