



New Employee Orientation

“How To” for Supervisors

UNC



Training Objectives

- Recognize the benefits and goals of new employee orientation
- Assume a leadership role in the process
- Determine the topics to be covered
- Plan and execute successful orientations





Benefits of Orientation

- Welcome new employee
- Provides essential information
- Helps you get to know the employee and assess training needs
- Create a Positive 1st Impression
- Reduce turnover



Key Information

- UNC information
- Dept. information
- Benefits information
- Job information





Your Leadership Role



- Have an orientation plan
- Coordinate with Human Resources
- Oversee orientation process
- Evaluate progress of new employee



Orientation Background





Before the First Day

- Background check
- PDID form
- HRS confirmation of hire
- Welcome letter
- 1 day parking pass
- Complete Prior to First day checklist





Before the First Day (cont.)



- Make staff aware of new employee
- Designate a workstation
- Plan and schedule orientation activities
- Gather necessary information and paperwork
- Select an assistant



The First Day

- Welcome the new employee
- Introduce employee to co-workers and workplace
- Complete paperwork
- Have employee attend HR orientation session





After the First Day

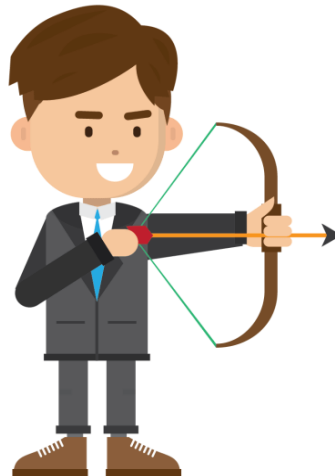
- Continue going through Department checklist.





Week 2 – Week 4

- Review first week
- Answer questions or concerns
- Make sure benefits have been set up
- Complete Department Orientation checklist and send to HR
- Discuss goals for review period





Planning and Execution

Questions?





What Does HR Cover?

- Online training requirements
- Safety and Security
- Review of Becoming a Bear booklet
- Compensation system
- How to access pay stubs
- Ensure employee has follow up Benefits appointment





Overview of Supervisor Checklist



- Attendance
- Equipment/Property use
- Professionalism
- Personal concerns
- Job expectations
- Department Functions
- Training



Key Points to Remember

- Orientation provides information new employees need to get off to a good start
- Orientation has a direct impact on future productivity, performance, and job satisfaction
- You play a key role in the success of the orientation process





THANK YOU!

UNC