



**Policy Type:** Human Resources

**Policy #:** HR-200-08

**Approved by Council on:** June 25, 2018

## **Human Resources – Orientation**

### **Policy**

Orientation programs assist staff in understanding the mission and philosophy of the organization and, as a result, encourage commitment to the organization. They also play an integral part in new employees understanding their role in the organization. As an ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual's employment. The Town of Prescott supports this process with an orientation program for new and existing staff members.

### **Objective**

- To make workers and co-workers see hiring and orientation as a positive experience.
- To excite new hires about their new job and excite the team about the new hire.
- Give new hires and current employees the information they need to eliminate barriers to good performance.
- Reduce resignation and retention issues.
- Identify expectations of the new hire and current employees so supervisors and their team can manage them.
- Get other workers involved in the orientation and retention of a new hire.
- Give the Town of Prescott an advantage over other employers by “celebrating” our new hires.



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## **Human Resources – Orientation cont'd**

### **Procedure**

A new hire shall be provided an orientation package upon acceptance of the job offer. The orientation package will include all employment related paperwork, such as payroll and benefits information, policies and procedures, and any other pertinent information applicable to their position.

A new hire will be scheduled for orientation prior to commencing employment. As soon as practicable after the employee starts, the new employee will be required to complete any legislated mandatory training.

The employee's supervisor will review the General Orientation Checklist with the new hire. On completion of the list, the employee will sign to indicate that all areas have been reviewed.

Supervisors will ensure that all new employees will be made aware of the Town health and safety policies and procedures, as well as departmental, and position specific health and safety practices.

The completed checklist and pledge of confidentiality, code of conduct sign off, and policies and procedures sign off will be filed in the employee's personnel file.

The department supervisor will ensure that a departmental specific orientation is provided to the new hire within two weeks of his/her start date.

As part of the probationary period performance review, an online follow up questionnaire will be provided to the employee regarding the orientation experience and what he/she has learned throughout the probationary period.

All employees will be given mandatory training once per year which will provide an opportunity to review the policies and procedures of the organization and to reaffirm their adherence to those policies.