

## **New Employee Induction**

### **Policy Statement**

The BU new employee orientation program provides a mechanism for introducing new employees to the BU Mission, culture, ethos, community, organizational structure and the requirements associated with employment at the University. This includes familiarizing new employees with their role and responsibilities. Undertaking and completing the BU orientation program, ideally within the first six months of employment, is a condition of employment for all new employees of BU.

### **Purpose**

The purpose of this policy is to articulate the importance of inducting employees to BU and to outline the process and responsibilities for successful induction.

### **Application**

This policy applies to all new employees. It is a requirement that the new employee completes the BU orientation program within the first six months of employment.

### **Policy Procedures and Guidelines**

#### **Program Components**

At the time of appointment, a new employee is introduced to the BU Orientation program via their employment contract and the new starter email sent by Human Resources. There are two components of the BU orientation Program:

#### **1 on 1 with Supervisor**

The nominated supervisor will provide new employees with a local workplace orientation during the first weeks of employment. This normally includes:

- i- Job requirements
- ii- Office space allocation
- iii- Local workplace issues/customs
- iv- Working conditions, processes and procedures
- v- Probation processes
- vi- Performance Appraisal System
- vii- Employee Handbook

#### **You@BU Orientation Workshop**

The You@BU orientation workshop has been designed to complement the information gained at the workplace. The workshop covers:

- i- BU Mission and Vision
- ii- Catholic and Lasallian Identity

A separate workshop for new supervisors covers the roles and responsibilities of supervisors at BU.

### **Roles and Responsibilities**

Responsibility for the various components of the BU orientation program rests with a range of positions and organizational work units. These are outlined below:

#### **Human Resource Office**

The Human Resources Office is responsible for:

- i- Familiarizing new employees with University processes (IT requirements, ID card, Clock in Attendance System) in time for the new employee's start date, in order that keys, computer access and email accounts maybe organized before the new employee commences.
- ii- Acquainting new employees with the Bethlehem University Handbook.

- iii- Collecting medical file requirements and familiarizing new employees with the University clinic.
- iv- Making the new employee aware of the components of the BU orientation program
- v- Introducing the new employee to work colleagues through the BU weekly news
- vi- Scheduling and arranging the 1-on-1 with supervisor
- vii- Inviting new employees to the U@BU orientation workshop
- viii- In collaboration with the Coordinator of Institutional Values, facilitating the U@BU orientation workshop
- ix- Maintaining records of attendance, participation and completion in all BU Induction components
- x- Monitoring and reporting on the implementation of the BU orientation Program.
- xi- In collaboration with the Office of Academic Affairs, Plant Personnel and Engineering Office, allocating work spaces and facilities, issuing keys and, where applicable, other equipment, for new employees as requested by the nominated supervisor.

### **Nominated Supervisor**

The nominated supervisor is the key person in the orientation process and has responsibility for:

- i- Ensuring that an appropriately equipped work environment is provided for the new employee.
- ii- Introducing the new employee to work colleagues through face to face welcomes and taking the new employee on a tour of the University.
- iii- Clarifying any probationary criteria and the probation review process.
- iv- Ensuring that the new employee has a clear understanding of her or his role and responsibilities, including as relevant the Performance Appraisal System.
- v- Providing the new employee with documents or web addresses for accessing relevant information.
- vi- Familiarizing the new employee with the University's Organizational Structure.
- vii- Ensuring that the new employee attends the U@BU Orientation workshop and completes the components of the BU Orientation Program within the first six months of employment. The nominated supervisor may delegate all or part of the Orientation Process to an assistant supervisor however, overall accountability remains with the nominated supervisor.

### **New Employee**

As a condition of their employment, the new employee is responsible for participating in and completing the two components of the BU Orientation Program in consultation with their nominated supervisor, normally within the first six months of employment with BU or as soon as practicable. This includes completion of the:

- i. 1-on-1 meeting with their nominated supervisor
- ii. "You@BU" orientation workshop

### **The Coordinator of Institutional Values**

In collaboration with the Human Resource Office the Coordinator of Institutional Values coordinates the "You@BU" orientation workshop along with graduates from the International Lasallian Leadership Program.

### **The Plant Personnel and Engineering Office**

The Plant Personnel and Engineering Office is responsible for issuing keys and other related office issues.

### **The Office of Information Technology Services**

Responsible for issuing computers, email accounts and any required web access for new employees as requested by the nominated supervisor.