NEW RIVER COMMUNITY & TECHNICAL COLLEGE
PROCEDURE NO. 5

EFFECTIVE DATE: April 1, 2007
TITLE: New Employee Orientation

PROCEDURE

ALL EMPLOYEES

An orientation session will be held by Human Resources within three (3) days of each full-time, benefits eligible employee start date. The employee’s supervisor is to schedule the following sessions with the appropriate departments prior to the employee’s first day of work.

New Hire Forms (I-9, Tax Withholding) Human Resources
Benefits session Human Resources
Goals/Objectives from Position Information Questionnaire (PIQ) Supervisor
Tour of Campus(es) with introductions Supervisor
Technology: phone system, email, Banner, etc. Campus Technology
Enrollment/retention Dean of Student Services

NON-CLASSIFIED STAFF

Employee Handbook Human Resources

CLASSIFIED STAFF

Employee Handbook Human Resources
DOP EPA-1 Form Supervisor
Staff Council Chair, Classified Staff

FACULTY

An orientation session will be held the day prior to the Faculty Institute for all new faculty. This will include the following topics and other relevant sessions.

Employee Handbook VP/CAO or designee
Effective Teaching Methods VP/CAO or designee
Faculty Evaluation VP/CAO or designee
Constructing Effective Syllabi VP/CAO or Campus Dean
Faculty Senate Chair, Faculty Senate

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: Human Resources; Supervisor