

**FOSTERING A SUPPORTED & EMPOWERED STAFF:
NEW EMPLOYEE ORIENTATION**

COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015
TOPIC:	Recruitment and Employment	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

The Hiring Manager is responsible to ensure new employees have a smooth and successful entry into the workplace. This includes employees newly hired to the organization and current employees beginning new positions within the organization.

The Library considers that an effective employee orientation program is fundamental to the long-term interest of both the employee and the Library.

The Hiring Manager shall ensure all new employees will receive a New Employee Orientation program that includes:

- A mandatory Health and Safety orientation and training. The Health and Safety orientation must be completed before the worker begins work per *OH&S Regulation 3.23*.
- A departmental orientation conducted by the supervisor or designate that includes an overview of the department, and the expectations and requirements of the job, including the Employee Code of Conduct.
- A one-on-one meeting with the Human Resources Assistant that will include an explanation of the pay cycle, employee benefits and other human resources and payroll-related information.
- A description and explanation of the organization’s structure and culture, Strategic Framework, mission, vision and values.
- Other orientation and/or job training required to support the employee’s success in their new position. This includes but is not limited to: file management and document storage, Library website and intranet, Library catalogue, site tours and introductions, and policy and procedures.

New employees are encouraged to provide feedback to the Hiring Manager regarding their experience of the on-boarding process to inform the continuous improvement of the Library’s New Employee Orientation program.

It is recognized that orientation to a new position is only the starting point for an employee to be successful at work. Ongoing guidance and support on the part of the employee’s new colleagues, supervisor and manager is required.

Training in these topics shall be documented and records retained in the employee's personnel file to demonstrate the completion of the orientation program.