

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # HR 12
Title: Orientation Program for New Employees		
Effective Date: October, 1996	Administering Authority: Human Resources Dir.	
Revisions:		
Statutory Authority (if applicable):		

Purpose: To provide an overview of the Department's Policies and Procedures to new employees.

Policy:

All new employees of the Department of Commerce will attend a three-phased orientation program. The three phases are:

- 1 Individual Orientation
- 2 Division/Commission Orientation
- 3 Departmental Orientation

Individual Orientation

Individual Orientation will be conducted by the Division/Commission Personnel Representatives within three working days after hire for all new employees. This orientation shall include basic information on their employment, work hours, policies and procedures, and benefits.

Division/Commission Orientation

Division/Commission Orientation should be conducted within the first two weeks of employment. This orientation shall include an overview of the division and section, a discussion of the position duties and responsibilities, use of State equipment and property, and any other issues posed by the employee.

Departmental Orientation

The Commerce Human Resources Office conducts Departmental Orientation. New employee orientation is conducted on a monthly basis and new employees should attend as soon as possible after their hire. This session is usually held on the third Wednesday of each month but may be rescheduled when there are fewer than five employees scheduled or if there are conflicts with holidays or events. These sessions will cover orientation on the DOC mission, policies and benefits procedures which relate to employment, use of State property and equipment, and any other issues posed by the participating new employees. The sessions will be scheduled and coordinated by the Benefits Administrator in the DOC Human Resources Office.