



Applies to: Staff

POLICY

Issued: 10/01/1973
Revised: 07/17/2001
Edited: 04/25/2014

Orientation programs assist staff in understanding institutional values and culture, and as a result, encourage commitment to the institution. As an ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual's employment. The Office of Human Resources supports this process with an orientation program for new staff members. Many University colleges and departments support orientation with unit-specific programs.

POLICY GUIDELINES

The responsibility for the initial orientation process is shared among the employing unit, the new employee, and the Office of Human Resources. Units should allow a staff member paid time for registered attendance at the University's one-day orientation program within the first 30 days of employment, unless the unit offers a formal or mandatory orientation that provides similar content.

PROCEDURE

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I. Employing Unit Responsibilities

- A. Provide new employees with an orientation specific to their workplace.
- B. Provide on-the-job training needed for new employees to assume their responsibilities.
- C. Provide new employees with timely and relevant benefit information.
- D. Provide the new employee with the dates and locations of the University's orientation program offered by the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#).

II. New Employee Responsibilities

- A. Participate in appropriate orientation processes.
- B. Seek information to enhance his or her orientation process.
- C. Complete and return appropriate personnel forms.

III. Office of Human Resources Responsibilities

- A. Offer regularly scheduled sessions for new employee orientation.
- B. Provide information and resources about University-wide policies.
- C. Provide the colleges, departments, and units with strategies, resources and tools for development of their workplace orientation process.



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Questions regarding the University's New Employee Orientation program should be directed to the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#).

RESOURCES

For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)
614-292-2800, hr@osu.edu

For more information:

- Organization and Human Resource Consulting hr.osu.edu/new-employees/
- Orientation Checklist for New Hires hr.osu.edu/hrpubs/neoempfold.pdf
- Orientation Checklist for Managers and Supervisors hr.osu.edu/neo/manager-hrp.htm
- Suggestions for Creating Orientations hr.osu.edu/hrpubs/neosugg.pdf