Purpose: Orientation to the Division is critical to the success of the new employee. These procedures will outline the process for orientation to the division and the unit.

Effective Date: September 30, 2014

Applicable to: Public Health Division Staff

Statutory Authority/Related Reference: None

Definitions: None

- **Policy:** Staff will receive a standard orientation to the division
- Staff of the employee is responsible for the orientation of any new employee in their unit
- Mentors for each new employee will be identified and used to supplement the orientation process outlined by the supervisor
- A division orientation committee will annually review data from new employees and determine needed changes to the orientation process.

A. **Procedures:** Once the employee has been appointed to the position the division director or the supervisor will notify the division of the arrival of the new employee.

B. The division director and supervisor will determine where the employee will be located and notify the administrative assistant of the division and the administrative assistant to the Human Services Administrator, where the employee will be located, including the phone number of the new employee.

C. The supervisor will discuss and identify the assignment of a mentor from the unit and notify the division administrative assistant of the mentor’s name.

D. The administrative assistant will prepare the welcome letter (Attachment A) and the Public Health Division quick reference guide (Attachment B) with the new employee’s information and give to the division director.

E. The division director will sign and assure the letter is sent.

F. The division administrative assistant will prepare the work location with the needed supplies prior to the employee arriving. This will include the creation of a welcome folder both in a hard copy for those forms that need signature and an electronic folder in the employee’s folder that has all the other required documents or links to the documents outlined in the New Employee Orientation Checklist, Attachment C.
G. The New Employee Orientation Checklist is outlined for full-time status. New employees in part-time status will have their orientation process timeline adjusted based on their FTE.

H. Each employee will be responsible for assisting the new employee in learning about their jobs.

I. The Division Director sets the tone for orientation; establishing it as a division priority. This includes:
   a. Makes initial contact with the employee through the letter and welcome booklet
   b. Assures Division is ready for the new employee
   c. Keeps orientation process updated

J. The supervisor is ultimately responsible for assuring staffs are orientated to the Department, Division and unit. This includes:
   a. Assignment of the mentor for the employee
   b. Regular meetings with the employee and mentor
   c. Providing guidance and structure to orientation specifics for employee and mentor
   d. Providing review and guidance in performance
   e. Assuring employee completion of orientation
   f. Giving regular updates to Division Director on progress of new employee

K. The mentor assists the supervisor in orienting the new employee to the unit and programs within the unit. This includes:
   a. Meeting regularly with the employee and supervisor to provide support to the orientation plan for the new employee
   b. During the first 4 weeks, provide face-to-face check-ins with the employee to offer support and assistance
   c. Acting as a resource to program questions
   d. Collaboratively working with the supervisor to plan and implement orientation to the unit and program
   e. With supervisor direction, orient to forms, letters, and PH Doc documentation for unit or program
   f. Providing general support to the employee as they acclimate to the new unit

L. All other division staff assist in the establishment of a strong team connect to the division. This includes:
   a. Taking on joint visits as assigned
   b. Providing feedback to the employee and supervisor on needs/strengths
   c. Assisting new staff with questions
   d. Including new employee in team or other staff activities
   e. Acting as a resource as requested or needed

M. The supervisor will discuss with the Glee Committee the need for welcome coffee the day the new employee starts and will work with the administrative assistant of the division to prepare welcome signs.

N. Upon the arrival of the new employee to the division, the orientation check list will be used by the supervisor, the mentor and the employee to guide and develop the employee’s orientation.

O. Upon completion of probation the supervisor and mentor will work with the employee and Glee committee to celebrate the end of probation.

P. Each new employee will be asked to complete the survey monkey (Attachment D) at the end of 1 year within the Division.

Q. In January of each year, an orientation committee will be called to meet to review the previous year’s data from new employees and will adjust the orientation process as needed or identified.
Date: September 30, 2014

Signature: __________________________

Date Scheduled for Review:
January 2016

By Whom:
   PH Division Director
   Orientation Workgroup