



## Procedures for Policy # 53027

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### PROCEDURES FOR NEW EMPLOYEE ORIENTATION

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*To ensure that new employees receive a sound introduction to GSU's mission, goals and policies.*

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#### STEPS

1. New Hire Orientation Programs are scheduled twice a year (at the beginning of the Fall and Spring semesters) for all new full and part-time employees. The orientation program provides the new employee will a sound introduction to GSU, our goals, mission, benefits, and family.
2. New Employees and department heads are informed of the date, time and location of the orientation program.
3. Departments deemed essential for the successful transition of new employees are invited to present information about their departments and its impact on the new employee.
4. Each new employee is assigned a "Tiger Buddy" by the hiring administrator to assist in departmental training and the smooth transition of the new employee to his/her department and the university.
5. Each new employee receives a Departmental Orientation Checklist and New Employee Orientation Document Receipt Checklist which is to be completed and returned to the Office of Human Resources.
6. New employees receive employment forms to be completed and returned to HR.
7. After the general orientation session, individual orientation sessions are scheduled for each new employee. The orientation documents are returned during the individual sessions.
8. Retirement, Health, Vision, Life Insurance, and other benefits are discussed and processed during the individual orientation sessions.
9. New Employees return the Tiger Buddy Checklist to the Office of Human Resources after approximately three weeks.