Purpose:
To increase Green River Community College’s employee retention and effectiveness by providing an orientation program to welcome new employees so that they are sufficiently acquainted with their work environments and in a position to have successful starts to their jobs.

Scope:
This program applies to all permanent classified and exempt/administrative employees. Full-time faculty will participate in a weeklong orientation prior to the first day of class; part-time faculty will participate in an abbreviated orientation as directed and organized by their division.

Policy:
All eligible new employees are required to participate in a comprehensive orientation program. Except for extenuating circumstances, in-depth orientation sessions will be conducted according to the following schedule:

1st working day – Office of Human Resources
2nd working day – Information Technology
3rd working day - Telecommunications

Procedure:
1. Before the new employee arrives
   a. A “Welcome Letter” and packet will be sent to the new employee by the Office of Human Resources prior to the first working day.
   b. Supervisors will arrange for any unique job requirements such as mainframe computer access, and will prepare the employee’s desk and work area as needed.

2. Organization
   a. Each supervisor will receive a supervisor’s packet with a checklist of items from the Office of Human Resources to be covered and followed up on during the employee’s first week on the job. This checklist will include such items as assigning a knowledgeable mentor and scheduling specific meetings with the employee at the end of the first day and the first week to review the position duties, expectations of the supervisor and answer any questions the employee may have.
   b. After reviewing the checklist, supervisors should prepare themselves to ensure the orientation process is a positive and contributing factor to make the new employee feel welcome and part of the team.
   c. Each assigned mentor will receive a checklist of items from the supervisor to be covered on the first day of employment, such as providing a tour of campus and the
employee’s work area, emergency exits, applying for parking permits and
identification badges.
d. Supervisors will give their new employees an evaluation form (part of the
supervisor’s packet) to be completed and mailed back directly to the Office of
Human Resources. This form will assist Green River in improving our program
and to identify problems that need solving.
e. Supervisors are responsible for monitoring the orientation process in their area and
for returning the signed checklists to the Office of Human Resources after the first
week of employment. At no time will a supervisor cause or allow the new
employee to perform any part of the orientation program by her/himself.

Specific Authority: WAC 251-24-010 through 030 (5 a-h)

Law Implemented:

History of Policy or Procedure
Draft: January 24, 2004
Adopted: April 5, 2005
Revised:
Reviewed by:
Contact: Sheryl Gordon, HR Representative III / Employee Benefits, ext. 2600
President’s Staff Sponsor: Dr. Brent Jones, Vice President for Human Development, ext. 3320