

March 2014

## 5.4 New Employees (also see Employment in Section 4)

Saint Mary's College of California

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### Recommended Citation

Saint Mary's College of California (2014) "5.4 New Employees (also see Employment in Section 4)," *Staff Handbook*: Vol. 2014 , Article 53.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/53>

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## **5.4 New Employees (also see Employment in Section 4)**

The first days, weeks and months with the College or in a new position are an important period of learning. The employee learns about the department, job responsibilities, and Saint Mary's unique history and tradition as the premier Catholic, Lasallian and Liberal Arts College.

### **5.4.1 The First Days on the Job**

During the first days on the job, it is useful for the supervisor to

- Make sure that the employee completes an I9 and W4 in HR, required before the employee can get an employee ID number and an email account.
- Determine if the new employee has the tools and equipment for the job, including, as appropriate, a telephone extension, a computer, necessary software, a parking permit, access to GaelExpress and the Saint Mary's College website, and an email account.
- Confirm that the new employee has scheduled, and attends, both New Employee Orientation, the Benefits Orientation, Campus of Difference and any other required training .

- Review the duties and responsibilities of the position with the new employee, including discussion of the job description and essential functions of the position as well as institutional information that may not be covered in the job description.

#### **5.4.2 Department Orientation**

Each supervisor or department head is responsible for the specific departmental orientation and training of new employees. This orientation can set the stage for a positive introduction for the employee to the College and his/her job. The following are areas that are helpful for a supervisor to cover during the departmental orientation of a new employee:

- Introduce the new employee to department staff and to key contacts across the campus.
- Walk around campus to show the employee the locations of places to eat on campus, the library, the Soda Center, administrative buildings, the athletics buildings, and other buildings that the new employee will be visiting early in employment.
- Review College safety rules, departmental work rules, and policies and procedures.

#### **5.4.3 College Orientation**

Human Resources conducts orientation sessions, generally quarterly, for new hires to welcome them to the College. These sessions include talks on the mission and traditions of the College, a review of policies, and information on services available to employees. New employees are strongly urged to attend these informative sessions early in their employment. HR can also conduct individual College orientations.

#### **5.4.4 Benefits Orientation**

Human Resources also conducts separate benefits orientations, generally monthly, for new employees or employees newly eligible for benefits. HR can also provide individual benefits orientations. For more information, see Section IX, Benefits.