| Policy Source: Gwinnett Tech | Owner: Vice President of Human Resources | Effective: 2004 |
|---|---|---|
| Division: Human Resources | Reviewed: 7/2004, 2/2010, 1/2016, 3/2019 Revised: 3/2019 | |

**4.1.12 GT        New Employee Orientation**

New Employee Orientation provides an orientation and introduction to Gwinnett Technical College. It is intended to assist our newest employees in making a smooth transition into Gwinnett Tech's culture. Orientation shall consist three phases which will include a General Orientation (Phase I), a Departmental Orientation (Phase II), and a Mentor Orientation (Phase III) for New Faculty Members. Participation in the New Employee Orientation is required of all newly hired employees.

The General Orientation (Phase I) will include general information about the College and day-to-day processes and will be conducted by the office of human resources. During Phase I the New Employee will receive information and items that will help acclimate the employee to the workplace.

The Departmental Orientation (Phase II) will include introductions to the departmental work team, explanations of how the department functions and the new employee's role as it relates to the mission of the department and it's processes, review of job description and completion of a Performance Management Plan that sets out goals and expectations including faculty outcomes or staff goals to be achieved within the first 45 days of employment. The department's interrelation to other departments/areas of the college will also be explained.

Mentor Orientation (Phase III) is for New Faculty Members only. It includes information specific to a faculty member's responsibilities.

Prior to the New Employee's first day of employment the Hiring Manager should identify the office space and furniture to be used by the new employee and forward the information to Human Resources Coordinator. Human Resources will then:
1. Request office and mailbox keys from Facilities
2. Request voice mailbox, phone extension, e-mail account, Help Desk account, copier codes, departmental network logon permissions, computer configurations and Banner access be established by Information Technology department
3. Provide New Hire paperwork to New Employee and schedule New Employee for On-Boarding session. New Employees generally report to Human Resources on first day of work to finalize new hire paperwork.

**Phase I – General Orientation:** This phase of orientation will be conducted by Human Resources. The following items will be covered during this phase:

1. Gwinnett Tech At-A-Glance
2. Governance & Organization
3. Academic Affairs
4. Administrative Services
5. Student Affairs
6. Student Recruitment
7. Institutional Advancement
8. Continuing Education
9. Adult Education
10. Operations
11. Information Technology
12. Online Services
13. Student Services
14. What We Expect
15. Completion of New Hire paperwork including benefits enrollment, parking lot access code and parking sticker request, business card order form, SharePoint directory form, and name tag request form
16. Share Point overview including various forms for use at Gwinnett Tech

**Phase II – Departmental Orientation:** This phase of orientation will be conducted by the New Employee's Supervisor or designee. The following items will be covered:

1. Introductions to departmental work-team members, including "mentor" for new faculty members
2. How the department functions and the new employee's role as it relates to the mission of the department
3. Job Description review
4. Completion of Performance Management Plan that sets out goals and expectations including faculty outcomes or staff goals to be achieved within the first 45 days of employment
5. Explanation of the department's interrelation to other departments/areas of the college
6. Copier training including use of codes
7. Order for desk & office supplies
8. PC navigation: Share point
9. Absence notification process

**Phase III – Faculty Only Orientation:** This phase of orientation is conducted by the New Faculty Member's Mentor. The following items will be covered:

1. Georgia Department of Technical and Adult Education's Instructor Training Institute overview and schedule
2. The Admissions Process/New Student Orientation
3. Financial Aid Processes
4. Banner Web Registration Process
5. Grading Policies/Work Ethics Grade Assignment
6. Special Student Needs
7. Academic Affairs Policies and Procedures
8. Career Services – emphasis on job placement
9. The Learning Success Center and Developmental Studies at Gwinnett Tech
10. The Adult Education Center
11. Bookstore – policies and practices
12. Media Center – policies and practices
13. Graduation at Gwinnett Tech
14. Participation on committees to include:
    a. Standing
    b. Advisory
    c. Search & Selection
15. Teaching Tips by Wilbert J. McKeachie
16. Infection Control

Ongoing responsibilities of the Mentor for new faculty:

1. Visit the new faculty member's class frequently (at least two times per quarter);
2. Arrange for the new faculty member to visit the mentor's class at least two time per year
3. Discuss and review the course syllabus/syllabi once prepared by the new faculty member
4. Review and discuss the preparation and evaluation of at least one exam or written assignment given by the new faculty member
5. Arrange frequent informal meetings to discuss new teaching issues.
6. Review questions and concerns of new faculty member