Policy Source: Gwinnett Tech	Owner: Vice President of Human Resources	Effective: 2004
Division: Human Resources	Reviewed: 1/2016, 3/2019, 2/2026 Revised: 2/2026	

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 of two phases for all employees which will include a General Orientation (Phase I) and a Departmental Orientation (Phase II). New faculty employees will have a New Faculty Orientation (Phase III). 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 be conducted by the supervisor. Phase II will include:
1. Introductions to the departmental work team,
2. 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,
3. Review of job description and
4. Completion of a Performance Management Plan that sets out goals and expectations, including faculty outcomes or staff goals to be achieved. This meeting will be conducted within the first 45 days of employment.
5. The department's interrelation to other departments/areas of the college will also be explained.

New Faculty 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, electronic devices, system access, and software to be used by the new employee. The Hiring Manager will complete the appropriate form. The Onboarding Team in Human Resources will review the form and complete the following:
1. Request voice mailbox, phone extension, e-mail account, departmental network, logon permissions and distributions lists, computer configurations, and Banner access be established by the Information Technology department

2. Provide New Hire paperwork to New Employee and schedule New Employee for On-Boarding session.
3. New Employees generally report to Human Resources on the first day of work to finalize any new hire paperwork and attend Phase 1 General Orientation.

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

1. Completion of New Hire paperwork, including parking access and employee badge
2. Gwinnett Tech At-A-Glance
3. General Information and Campus Resources
4. Overview of College Divisions
5. Information Technology and Facilities
6. Employee Dashboard and SharePoint Overview
7. Time and Labor
8. Benefits Information
9. Training on Active Shooter and Gwinnett Behavioral Intervention Team

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, including software used by the department
9. Absence notification process
10. Request keys if needed

Phase III – Faculty Only Orientation: This phase of orientation is conducted by the New Faculty Member's Supervisor or assigned Faculty Mentor. The following items will be covered:
1. Banner Web
2. Blackboard Ultra
3. Grading Policies
4. Academic Integrity Policy, including cheating
5. Special Populations and Disabilities Services
6. Academic Affairs Policies and Procedures
7. Career Services – emphasis on job placement
8. Enrollment Support and the One Stop

9. The Learning Success Center, department-specific tutoring, and Student Success at Gwinnett Tech
10. Bookstore
11. Library
12. Graduation at Gwinnett Tech (Full-time faculty only)

Ongoing responsibilities of the Supervisor or Faculty Mentor for new faculty member:
1. Visit the new faculty member's class for observation one time each semester for the first two semesters employed
2. Discuss and review the course syllabus/syllabi and course, department, and division policies
3. Review questions and concerns of the new faculty member