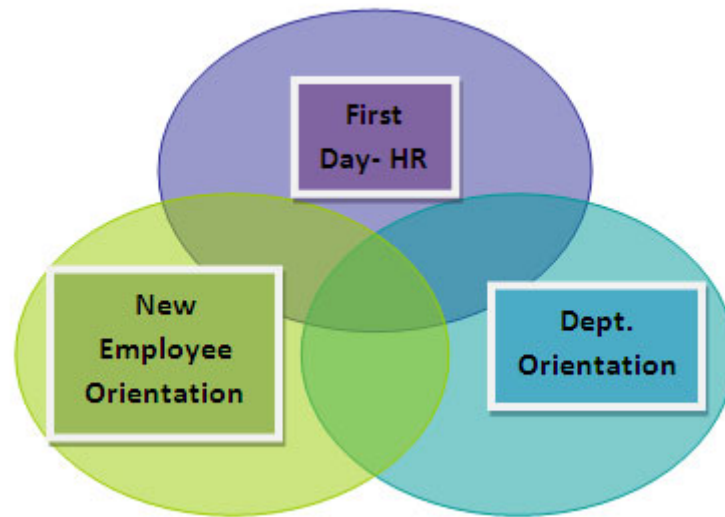


Employee Onboarding and Orientation Overview



Beginning a new job can be an overwhelming and challenging experience. At Lewis & Clark we want employees to have a smooth transition into their new role and provide them with the knowledge, tools, resources and support they need in order to be successful. Orienting a new employee takes a partnership between the supervisor, the employee's co-workers, Human Resources and many other departments. By working together we can increase the employee's satisfaction and retention, encourage strong performance, expedite an employee's ability to perform and contribute and create a sense of belonging to our Community.

Based on feedback from employees and supervisors we've updated our orientation process. Orientation includes several steps to assist new employees transition into their new roles at Lewis & Clark:

First Day#

New employees will meet with Human Resources on their first day of employment for approx. 45 minutes. During this time new employees will complete their required new hire paperwork, receive a checklist of requirements and action items i.e. completing the required harassment training, how to get a parking pass, and other helpful information. Please visit the Human Resources website to see a copy of the First Day packet,

http://www.lclark.edu/offices/human_resources/new_employees/first_day/.#

New Employee Orientation (NEO)

NEO will include topics such as Lewis & Clark history, an overview of each school, the College structure, student life, diversity, benefits, campus tour, Information Technology and Ombuds role. This overview of Lewis & Clark will assist new employees in having an overall understanding of the College. NEO will occur on the third Wednesday of each month from 9:00 a.m.-3:30 p.m. For more information on the schedule and location of NEO please visit,

http://www.lclark.edu/offices/human_resources/new_employees/orientation/.

- o Employees will automatically be scheduled to attend NEO during their first month of employment. We will notify new employees about NEO by including this information in their offer letter, during their first day orientation with Human Resources and via email.
- o We will send supervisors an email to inform them when their employee is scheduled to attend NEO and then send a reminder a few days before NEO.
- o You are invited to drop by the Trail Room around noon on orientation day to eat lunch or check in with your new employee (third Wednesday of the month).

Department Orientation

The Department Orientation begins as soon as the employee begins their employment and continues through at least the first 90 days. In order to assist supervisors and departments in welcoming and orienting new employees, we have prepared a Department Orientation Checklist. Many of the steps may be things you already do, some may be new to your orientation process and you may need to add your own department specific items. For a copy of the checklist please visit the HR website, http://www.lclark.edu/offices/human_resources/supervisor_resources/. Please feel free to tailor this checklist to work for your department and send any suggestions to Kari Uhlman, Employee Training & Development Manager, kuhlman@lclark.edu.

By alleviating the frustration and confusion that can result from employees being under prepared, we allow the new employee to concentrate on learning the skills and procedures needed to excel in their new position and ultimately in serving students. Together, we can assist the new employee in feeling welcomed and valued while providing them with the tools and resources they need to transition into their new roles.