

PERSONNEL

EMPLOYMENT ORIENTATION

Upon hiring a new employee, a New Employee Orientation Check-in List will be completed. An orientation program should provide each new employee with information regarding the Office and the University as a whole.

To announce the hiring to the staff, an e-mail will be distributed by audit management introducing the new employee and providing some educational and work experience background. Audit management should also prepare an employee orientation schedule that indicates the areas to be covered and staff involvement in the new employee's orientation. Involvement of the entire staff provides time for the new employee to meet fellow workers and learn some basic information about the Office.

The template for the New Employee Orientation Check-in List is in Auto Audit, Issues, QA & Info (red tab), Reference, Employment Orientation.

This Section Last Revised: 03/31/08

Return to the
[Audit Manual Table of Contents](#)