

<b>BOP D.05.B02</b>	<b>Effective – 9/01/2007</b>	<b>Revision 4: 6/14/2023</b>
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**Document Title:** New Employee Orientation

**Approval Authority:** Bureau Chief

#### **A. PURPOSE AND SCOPE**

This procedure establishes a structure for providing orientation for new employees. This policy supports developing a new employee in their job position to become a productive and effective staff member. It will familiarize the employee with the procedures, communications, knowledge of key North Carolina Department of Labor (NCDOL) positions and the associated roles, and other information necessary to carry out the employee's assigned duties.

This procedure applies to the Education, Training and Technical Assistance (ETTA) bureau. Information presented during the orientation process may address written or non-written processes, practices, measurements or analyses, or any part of the ETTA quality system.

#### **B. ACTION STEPS**

1. The required actions to complete this process are delineated in the "New Employee Orientation Checklist."
2. The action steps included on the orientation checklist are not order specific and can be conducted non-sequentially.
3. The responsible parties (by department / job function) are identified on the referenced checklist.

#### **C. REFERENCES**

[New Employee Orientation Checklist](#)

[NCDOL New Employee Orientation Form](#)

#### **D. ATTACHMENTS**

None

#### **E. REVISIONS**

Revision One. Revised New Employee Orientation Checklist.

Reviewed: 12/2016.

Revision Two: Revised New Employee Orientation Checklist.

Revision Three: Minor updates to include New Employee Orientation Checklist as reference rather than attachment.

Revision Four: 6/14/2023 – Revised Section C.