

EMPLOYEE ORIENTATION AND INTEGRATION

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: n/a

Policy Number: HR-6

SCOPE

This policy applies to all permanent employees of the University as well as to temporary employees, hired for a period of six (6) months or more, unless specific provisions of a Collective Labour Agreement or Protocol apply.

POLICY

1. The University offers employees an Employee Orientation and Integration Program. The objectives of the Program are to facilitate the integration of employees, to ensure understanding and adherence to the mission and values of the University and to enable and promote a high level of performance as quickly as possible.
2. It is the policy of the University to have an orientation and integration period. This period is designed to allow appropriate orientation, integration, training and evaluation for newly hired employees and for current employees who transfer or are promoted to a new position. This period starts on the date of hire or on the date of transfer or appointment, and ends at the end of the probation period as defined in policy *Probation and Trial Periods* ([HR-7](#)).

Responsibilities

3. The elements of the Program, its coordination as well as follow-ups during the integration period are the responsibility of Human Resources.
4. The immediate supervisor is responsible for applying the elements of the Program specified below and for enhancing the Program for the employee throughout the integration period. The immediate supervisor provides training, guidance, and feedback, giving the employee the opportunity to reach the desired level of performance in a timely manner. This means that the immediate supervisor monitors performance throughout the orientation period and submit evaluation reports as required. The immediate supervisor may also assign a senior employee a role in the training of a new employee.

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5. The employee has the responsibility of participating in the Program by attending the sessions offered, by asking questions and by managing his own performance with the support of his immediate supervisor.

Elements of Program

6. The Program is meant to inform the employee of the following matters:*To be drafted*

General information on Concordia University (presented by Human Resources)

- History
- Mission
- Values
- University's Strategic Plan
- Organizational Structure

Information relevant to the position the employee will be filling (presented by the immediate supervisor)

- Working conditions
- Physical locations
- Long Term Departmental Plans
- Departmental structure
- Safety measures
- Role and responsibilities
- Performance standards

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- Performance evaluation
- Management policies
- Systems and procedures

Relevant Documentation

7. Employees participating in the Program are given a handbook at the beginning of the orientation process. The immediate supervisor is also provided with a checklist of suggested activities to be carried out.
8. Employees should also refer to policy *Probation and Trial Periods* ([HR-7](#)) for further information. Human Resources is available to provide support and guidance during this period.