



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: NEW EMPLOYEE ORIENTATION

Policy No.	HR-418	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	HR-418-PR	Effective Date	September 8, 2010

1. PURPOSE AND SCOPE

The purpose of this policy is to provide orientation to new College employees in order to assist them in understanding College values and culture, to encourage their commitment to the College, and to help make their transition to the College as smooth and positive as possible. It will also ensure that each new employee is fully informed about her/his new job and her/his new workplace.

This policy applies to all new employees of College of the North Atlantic with contracts of six (6) months or more in duration.

2. POLICY

It is the policy of the College that all newly hired employees shall receive appropriate orientation to College of the North Atlantic.

3. PROCEDURE

The Executive Director of Human Resources shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	September 8, 2010
Next Review	July 2014