



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: EMPLOYEE ONBOARDING

<b>Policy No.</b>	HR-418	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	GP-RR-904
<b>Related Procedure</b>	HR-418-PR	<b>Effective Date</b>	June 3, 2025 (R2)

#### 1. PURPOSE AND SCOPE

The purpose of the Employee Onboarding Policy (the Policy) is to provide onboarding to new College of the North Atlantic (CNA) employees in order to assist them in understanding CNA values and culture, to encourage their commitment to CNA, and to help make their transition to CNA as smooth and positive as possible. It also ensures that new employees are fully oriented to their new jobs and their new workplaces.

This Policy applies to all new employees.

#### 2. POLICY

All new employees shall receive appropriate CNA onboarding.

#### 3. PROCEDURE

The Associate Vice President of Human Resources shall ensure that procedures are developed and implemented in accordance with the Policy.

**Approval History**

Approved by President	September 8, 2010
Revision 1	November 4, 2016
Revision 2	June 3, 2025