

DEPARTMENT ORIENTATION PACKAGE TEMPLATE

The following list contains suggested elements to include in a department orientation package for new employees. Employees will receive information about the Faculty and applicable benefits during their orientation with FHS Human Resources.

Package Contents:

- Copy of job description
- Schedule for first week
- Key contact information and resource list (who to call for what)
- General introduction to department:
 - Organizational charts
 - Department vision, mission, values, strategic plans and priorities
 - Acronyms
 - Regular department meetings
- Relevant group email lists
- Key people to meet with
- Relevant policies and procedures
- Health & Safety information, including emergency procedures for location
- Pay schedule
- Hours of work, vacation time, sick leave, breaks, etc.
- Holiday schedule
- Probationary Period Performance Review template/Annual Objectives and Development Goals