



SUBJECT: 400 Human Resources

Policy: 403.1 New Employee Orientation

Effective:

Revised:

Reviewed:

New employees of Great Falls College Montana State University join a team of people working together to make the College an outstanding place in which to work and learn. Each employee's attitude and behavior influences how smoothly the College will operate and determines the quality of services provided to students, area businesses, and the general public. Each employee has an important contribution to make to the total effort of the Great Falls College Montana State University team.

New Employee Orientation will be held quarterly for all employees hired since the last orientation. This process familiarizes new employees with the overall structure, history and mission of the College; policies and procedures for the College and for their particular position; the responsibilities and benefits of employment, and health, safety and environmental issues. Individual orientation will also include a session with Human Resources to complete all required documents for Federal and State of Montana employment and benefits, as applicable. Departments are responsible for orienting new employees to their department and the College.

New employees are encouraged to ask questions of their supervisors/Department Chairs until they are comfortable with their duties and the expectations of the College.

Supervisors/Department Chairs are available to help new employees do their job safely, correctly, and completely. Your supervisor/Department Chair is interested in hearing any suggestions you have about improving the quality and/or efficiency of the services provided by the College.