



XAVIER UNIVERSITY

Orientation Process

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. REASON FOR POLICY

Orientation shapes the employee's attitudes toward Xavier University, the job and co-workers. By systematically providing new employees with information about Xavier University and their jobs, we also provide the basis for their knowledge, commitment and engagement.

B. POLICY

Within the first three months of employment, each new employee at Xavier University will participate in an orientation program established to meet four basic objectives:

- a. To acquaint new employees with the culture of Xavier University;
- b. To acquaint new employees with necessary guidelines;
- c. To acquaint new employees with specific job requirements; and
- d. To acquaint new employees with co-workers and the physical layout of University property.

Time spent in orientation is considered hours worked and will be paid accordingly.

C. PROCEDURE

The orientation program has two key aspects, (1) Xavier University-wide orientation and (2) departmental or unit-specific orientation. The program is implemented in the following four steps:

1. Orientation with the employee's direct supervisor.
2. A meeting with the Office of Human Resources to complete paperwork and obtain initial information.
3. Match new employee with a current employee companion.
4. A centralized program conducted by the Office of Human Resources to address Xavier University's policies and procedures.