NEW EMPLOYEE ORIENTATION PROGRAM

The overarching intent of the External Affairs New Employee Orientation Program is to facilitate a positive experience for new employees to the organization, and to provide them with the information necessary to make a smooth transition. Essentially, the goal is to bring consistency across the organization with respect to how new employees are oriented to their roles and responsibilities, the department within which they work, and the resources available to them.

New Employee Orientation Program Components

- **Employee Information Packet**
  - Contains essential organizational information, including EA overview, organization charts, UCLA publications, training brochure, and a welcome letter from the Vice Chancellor.
  - Provided to new employee prior to his/her arrival or upon employment.

- **Orientation Checklists**
  - Used to streamline the orientation process across the organization.
  - Geared for human resources, hiring supervisors, and the new employee.
  - Ensures that all aspects of the new employee orientation are covered.

- **EA Human Resources Sign-in Session**
  - Provides a one-on-one meeting with an EA-HR representative to complete new hire paperwork, learn about employee benefits, and receive preliminary organizational information.

- **Technology Orientation**
  - Familiarizes employees with technology available from their desktops, which may include network login, e-mail and calendaring, printing, file locations, Time Reporting System, and helpful Web sites.

- **New Supervisor Orientation (For Supervisors Only)**
  - Designed to highlight roles, responsibilities, and resources for: recruitment, compensation, employee orientation, employee recognition programs, time reporting system, and performance evaluation and development plans.

- **Vice Chancellor’s Welcome Meeting**
  - Meeting is held quarterly.
  - Provides an opportunity for new employees to meet the Vice Chancellor and to receive a personal welcome.
  - Employees learn about his vision, meet other senior leaders, and interact with fellow newcomers.