Employee Orientation Procedure

Purpose

This procedure outlines the steps for welcoming and integrating new employees into the TCR campus community. It ensures that all new hires receive essential information, access, and support to begin their roles effectively and confidently.

1. Pre-Arrival Preparation

- Confirmation of Hire
    - HR or administrative personnel confirm the hire and notify relevant departments (IT, facilities, supervisor).
- Workspace Readiness
    - Classroom and/or office space is assigned and prepared. Technology and supplies are arranged as needed.
- Access Setup
    - Email, network credentials, ID badges, and access to required systems or facilities are created prior to arrival.

2. Day One Overview

- Welcome Meeting
    - The new employee meets with their direct supervisor, department lead, or TCR Administration, along with other new employees, to go through an overview of the onboarding process.
- Campus Tour
    - A walk-through of key facilities, departments, and common spaces, including introductions to staff and leadership.
- Technology Orientation
    - Basic setup and overview of systems (email, phone, calendar, learning platforms, etc.).

3. Job-Specific Introduction

- Position Overview
    - Supervisor reviews core responsibilities, expectations, and timelines for early deliverables.
- Schedule and Calendar
    - Review of standard work hours, breaks, key meetings, and any department-specific scheduling.
- Mentorship/Point of Contact
    - A staff mentor or go-to person may be assigned for initial support and guidance.

4. Professional Development Integration

- PD Expectations
    - An overview of ongoing professional development opportunities and expectations (e.g., in-service, self-paced learning, certification timelines).
- Initial Training Plan
    - Assigned readings, modules, or observations may be included to support role acclimation.
- Checkpoints
    - Informal or formal check-ins scheduled at regular intervals (e.g., 2 weeks, 30 days, 90 days).

5. Community and Culture

- Mission & Vision
    - New staff are introduced to the organization's values, culture, and strategic goals.
- Employee Handbook
    - A copy or link is provided with key policies highlighted (leave, conduct, evaluations, etc.).
- Engagement Opportunities
    - Staff are encouraged to join committees, teams, or informal gatherings that align with their interests.

6. Follow-Up

- Ongoing Support
    - Supervisors and team members provide continued orientation as needed throughout the first semester or quarter.
- Feedback Loop
    - New employees are given a chance to share early experiences to refine the orientation process for future hires.

Reviewed: June 12, 2026, by TCR Administration