

# Northeastern University

## HUMAN RESOURCES

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Supersedes: New Employee  
Orientation Process

Related Policies:

Responsible  
Office/Department: Human  
Resources Management

Keywords: new employee  
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## Policy on New Employee Orientation

### I. Purpose and Scope

New Employee Orientation provides an introduction to the University – our mission, governance, and goals. The program also outlines expectations relating to business conduct and policy, and other policies, introduces the benefits offerings and identifies resources available to assist new employees in their onboarding at the University.

### II. Definitions

A new employee is any benefits eligible employee whether faculty or staff hired, re-hired, or transferring to a benefits-eligible position.

The hiring manager is the manager who interviewed and selected the new employee and who will be the direct supervisor.

### III. Policy

All new employees are required to attend New Employee Orientation.

The hiring manager is responsible for making certain that the new employee attends new employee orientation.

#### **IV. Additional Information**

The schedule for New Employee Orientation is published on the [Human Resources website](#).

The Office of the Provost conducts Orientation for new Faculty who are hired at the start of the academic year.

If a new employee misses New Employee Orientation, the hiring manager is responsible for re-scheduling the new employee for the next New Employee Orientation.

#### **V. Contact Information**

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; [HRMInfo@neu.edu](mailto:HRMInfo@neu.edu)