

	Policy Owner: Vice President and Chief Human Resources Officer	
	Responsible Office: Human Resources	
	Origination Date: 10/01/1993	Last Revised: TBD
	Policy Title: New Employee Orientation	

Applicability: Regular Employees

Definitions

Regular Employee: An employee working in a half-time to full-time position that is expected to continue for at least six months.

Policy

All new Regular Employees must attend a new employee orientation session conducted by Human Resources. Session dates and times are available from the Human Resources website. Additionally, supervisors are responsible for properly orienting and training their new employees and must ensure that each new employee completes all new employee requirements and procedures.

Related Information*

[NAU Human Resources](#)

Policy History*

09/19/2005: Policy revised.

01/01/2000: Policy revised.

10/01/1993: Policy adopted.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.