



Classified New Employee Orientation

Your First Day on the Job

As a new member of the team, you may be feeling a plethora of emotions on your first day. Your supervisor will try to create a comfortable, welcoming environment and remember to not overwhelm you with too much information on the first day. Orientation is a continuing process, so there will be plenty of time to give you all the necessary information. On the first day you should expect your supervisor:

- To give you a warm welcome and attempt to reduce the nervousness you may feel.
- To ensure that you have processed through Human Resources.
- To ensure that you have been seen by the Risk Management Supervisor for benefits, if appropriate.
- To discuss his/her plan for your first day.
- To introduce you to fellow staff members.
- To introduce you to your campus buddy.
- To escort you to TeCS with completed form(s) required to obtain system login(s).
- To forward the document(s) necessary to obtain your building pass.
- To show you around the office.
- To discuss office protocol with you, including breaks and lunch periods, and telephone, fax, Email, and Internet usage.
- To review the job description and organization charts with you.
- To explain the District's mission statement to you.
- To explain that the District's policy and collective bargaining agreement calls for new employees to complete a yearlong probationary period before they become regular status (permanent) employees, and to discuss what the probationary period is all about and explain how and when your performance will be appraised during the probationary period.