THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.37
		Revised:	7/1/05
SUBJECT:	Orientation	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Staff		
ISSUED BY:	Personnel Office and the Office of the Provost and Vice President for Academic Affairs		

I. Policy

The Human Resources Office will provide orientation for new staff members to acquaint them with University operations, programs, benefits, and facilities.

II. Schedule

Orientation programs for new staff members are scheduled and conducted for main campus staff, by Human Resource Development (HRD) of the University Personnel Office; for hospital, by Training and Development of the Medical Campus Human Resource Department and for Dearborn and Flint campuses by their Personnel offices. Please consult those offices for the current schedule and location.

III. Regulations

All newly hired staff members will attend an orientation session as promptly as possible following employment.

IV. Procedure

Orientation scheduling for new employees:

RESPONSIBILITY		ACTION
Employment	1.	Schedule each newly hired staff member for orientation.
	2.	Give staff members a letter with the necessary information concerning the nature, time and the date, etc. of the orientation they have been scheduled to attend.

RESPONSIBILITY		ACTION
	3.	Provide the appropriate office a list of staff members scheduled for each orientation.
HRD or Hospital Training and Development or Regional Campus Personnel Office	4.	Conduct orientation program.
	5.	Collect and maintain attendance record.