

Prepared by the Personnel Management Office.  
This is a new Administrative Procedure.

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RECRUITMENT, SELECTION AND APPOINTMENTS

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A9.490      ORIENTATION FOR NEW EMPLOYEES

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1. Purpose. To provide new employees information on the mission, operations and functions of the University of Hawaii and employee rights and benefits.
  2. Objective. To prescribe the responsibilities for conducting orientation for new employees and the general subject matter to be covered.
  3. Applicability/Responsibility. This procedure applies to all new employees, regardless of bargaining unit application. Each Chancellor is charged with the responsibility of ensuring that orientations are held on each of their respective campuses. The University systemwide staff is responsible for providing to Chancellors technical assistance in developing materials in their areas of cognizance upon request.
  4. Guidelines.
    - a. An opportunity will be afforded new employees to receive orientation on the organization and operation of the University and on the rights and benefits available to them. Also, the organization and operation of the respective campus should be included.
    - b. Orientations may be in groups or individually depending on the number of such new employees on each campus at a given time. It is desirable that the orientation take place as conveniently as possible within the first three months of employment.
  5. Exclusive Representatives. When group orientations are held, each employee union shall be offered the opportunity to send a representative. Union representatives will be given the opportunity to meet with their respective members at the conclusion of the University's presentations. A period of at least thirty (30) minutes should be reserved on the schedule for this purpose.