

Procedure #	AD-110-P6	Revision #	01
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ORIENTATION TRAINING PROCEDURE:

Orientation Programs aim to increase the awareness levels and familiarizes administrative and faculty staff with the roles of various academic and administrative units as well as the functions of the University.

1. The HR department is responsible to provide orientation programs to all new administrative staff.
2. An academic representative should assist the HR department when providing orientation programs to new faculty members.
3. The HR department should coordinate with FBSU departments to provide orientation programs for new recruits at an agreed time early at the beginning of each semester.
4. An orientation program doesn't need to be initiated via a training request.
5. An HR representative should provide the orientation program to the new employee by providing information about:
 - a. The University's objectives and values
 - b. Internal rules and regulations
 - c. Employee duties and rights
 - d. Common policies and procedures
 - e. Basic safety and environmental rules
 - f. University structure, departments and units, etc.
6. The HR department should keep a record of the attendees of the orientation program.