



City of St. John's Corporate and Operational Policy

Policy: 03-01-07 Orientation for New Employees

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 1998/11/16

Rescind Date:

Index: 03 Human Resources

Section: 01 Recruitment

Title: 07 Orientation for New Employees

Purpose

To make new employees aware of the basics of their employment, their surroundings and to familiarize themselves with the organization.

Policy Statement

1. All employees will be required to report to, and will be retained by, the Department of Human Resources for the first morning of commencing employment with the City.
2. Employees will be taken to the appropriate department by the Human Resources staff in the afternoon and the Human resources staff member will remain in the department for the rest of the day to assist in the orientation there.

Application

Responsibilities

Department of Human Resources.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report November 3, 1998; Regular Meeting of Council November 16, 1998.

Review Period

Available to Public

- ☐ Yes
- ☐ No