

New Employee Orientation and Trial Period



Policy Number: 02.009	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: September 2014
Scope: This policy applies to all new Antioch College employees.			

I. New Employee Orientation

- A. In an effort to insure a smooth transition into Antioch College, all newly hired employees will participate in an orientation. Orientation is the joint responsibility of the new employee's Supervisor and the Office of Human Resources. The Office of Human Resources will be responsible for providing new employees with:
 - 1. A history of the organization;
 - 2. An explanation of the operations of the organization; and
 - 3. An overview of the organization's policies, procedures and benefits.
 - 4. Scheduling safety training with the Director of Facilities
- B. All new employees must attend an orientation session. During the orientation session, the employee handbook will be reviewed and the employee will be given an opportunity to ask questions about any information contained in the employee handbook. Instructions on how to find the handbook on-line will be provided.
- C. The new employee's Supervisor is responsible for ensuring that each employee attends an orientation session. In addition, Supervisors are responsible for all job training. Supervisors should ensure that they talk often with new employees during the first few weeks of their employment.
- D. Employees should receive a 90 day verbal or written evaluation. Supervisors are encouraged to review new employees at 30, 60 and 90 day intervals.

II. Trial Period

- A. The first 90 days of your employment is a probationary period. This is an opportunity for the College to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the College. The College may extend the probationary period if it desires. Completion of the probationary period does not alter an employee's at-will status.