

Madison-Oneida BOCES New Employee Orientation Program

Goal

The goal of this initiative is to provide a formal orientation process at both the organizational and divisional levels to acclimate and support new employees in their work. This will, in turn, lead to increased employee morale and retention.

New Employee Orientation Activities

At the organizational level –

- Benefits Review with Personnel Office on Day 1
- BOCES Orientation Folders to be distributed at the Benefits Review including:
 - Organization chart,
 - Acronyms list,
 - BOCES Primer,
 - Most recent publications (Innerviews, Annual Report, Service Directory, Annual Meeting Report);
 - Telephone directory;
 - Website address;
 - Holiday schedule;
 - Maps
- Quarterly meetings/gatherings for new employees to include refreshments, speakers, Q&A
- Email list for new employees to ask questions, receive prompt replies, manned by a veteran employee
- The New Employee section on the website (www.moboces.org) under Staff Tools will include Q&A, contacts, resources
- New employees will have the opportunity to schedule a follow up benefits review with Personnel at 30 or 60 days.

At the divisional level –

- Interviewing protocols – interviewers will discuss the BOCES philosophy, mission statement, expectations, and job responsibilities prior to hire and share a divisional brochure.
- All divisions will produce and distribute a new employee folder to include, at a minimum:
 - Job Description
 - Divisional Organization Chart
 - Time Sheets/Forms
 - Relevant Policies and Procedures
 - Contact persons
 - Emergency Contact list
 - Staff hours and schedule
- Supervisors will use the New Employee Orientation Checklist to ensure contact and follow up with new employees from hire date to first day on the job to six months out. This checklist may be reproduced and placed in the new employees file and checked off as items are completed.