Procedure (Continued)

be used as reference for conducting the meeting. Any items on the check list that are not applicable need not be completed. The suggested check list should provide an orderly method of presenting information to the new employee to maximize retention of the material discussed. Follow-up meetings may be scheduled as required at the convenience of the employee/supervisor and/or personnel representative.

A. During the meeting the supervisor and/or personnel representative should discuss with the employee the duties and performance standards of the position. The employee should be given a copy of the job description for review.

B. The supervisor and/or personnel representative should brief the employee on State, department and work unit policies and procedures that affect the job and working conditions. These policies, procedures and rules should be in writing for consistent and efficient reference. The supervisor and/or personnel representative should inform the employee on use of office systems, operating equipment, telephones, etc., and explain and review rules of conduct.

C. The employee should not be flooded with too much information during the meeting as the orientation program is a systematic process and more information will be provided later. Providing the employee with such information in writing ensures maximum retention.

4. Orientation References: The supervisor or personnel representative may refer to the following or provide copies for the employee to read:

A. Employee Handbook
B. Statewide Classification and Pay Plans Manual
C. Department Manual(s)
D. Department Group Insurance Manual
E. Montana Operations Manual, Volume III
F. Montana Code Annotated (when applicable)

5. Orientation Partner: During the orientation process, consideration may be given to assigning an employee who is an experienced fellow worker to act as an orientation partner. This person's responsibility is to assist in the induction process by answering questions, introducing the employee to co-workers, touring office facilities, generally familiarizing the new employee with the new environment, helping with minor problems which can arise, or briefing the employee on other important items not already discussed.

6. Department employees: should also assist the new employee during the induction period to make the employee feel welcome and an important, integral part of the organization.

Procedure (Continued)

7. New Employee Orientation Workshop: The State Training Section will hold one day New Employee Orientation workshops regularly. All new employees should be scheduled to attend. The hiring agency may pre-register (form attached) the employee when the hiring papers are prepared. The Personnel Division will be responsible for scheduling, notification and content of the orientation program.

   A. The format may vary slightly from time to time; however, the topics will include: providing public service, Equal Employment Opportunity, organizational structure, employee benefits and responsibilities, personnel policies and procedures and career development.

   B. At the New Employee Orientation workshop each new employee will be presented an orientation folder that contains the minimum following articles:

      i. Official State Employee Handbook
      ii. Copy of Departmental Insurance Package
      iii. Salary Schedule
      iv. Orientation Training Schedule.

   C. Those employees not planned to attend the New Employee Orientation workshop should receive either a statewide or agency handbook the first few days of employment.

Conclusion

This policy shall be followed unless it conflicts with negotiated labor contracts, which shall take precedence to the extent applicable.

Any questions which the departmental personnel office cannot answer concerning this policy should be referred to the Personnel Division, Department of Administration, Mitchell Building, Helena, Montana 59601, phone 449-3871.

Forms mentioned are available from Publications and Graphics, General Services Division, Department of Administration, phone 449-3053.

STATE OF MONTANA

Employee Orientation Data Sheet

As a reference guide for all new employees this Data Sheet should be filled out in advance and presented to the employee during the employee's first day on the job.

1. Name_____ Starting Date_____
2. Department_____ Division_____
3. Bureau_____ Section_____
4. Classification Code_____ Title_____
5. Position Grade_____ Step_____ Annual Salary_____
6. Immediate Supervisor's Name/Title_____
7. Division Administrator_____
8. Department Director_____
9. Office Address_____ Room Number_____
10. Office Phone Number_____
11. Pay Periods and Dates_____
12. Orientation Partner_____
13. Work Hours_____ Lunch_____ Break_____
14. Date Eligible for Annual Leave_____
15. Date Eligible for Sick Leave_____
16. Probationary Period Ends_____
17. Date Eligible for Anniversary Step Increase_____
18. Date Eligible for Merit Increase_____

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Distribution: Original: Employee's Copy; First Copy: Supervisor

STATE OF MONTANA

NEW EMPLOYEE ORIENTATION PRE-REGISTRATION FORM

Complete this form and forward to:

Department of Administration
Training Section
Room 130, Mitchell Building
Helena, Montana 59601

Please pre-register the following employee(s) in your next available
NEW EMPLOYEE ORIENTATION TRAINING SESSION

It is undersood that the registration will be confirmed with a notification letter.

1. _____ Title _____ Department _____

   Division/Bureau _____ Local Address _____

2. _____ Title _____ Department _____

   Division/Bureau _____ Local Address _____

3. _____ Title _____ Department _____

   Division/Bureau _____ Local Address _____

4. _____ Title _____ Department _____

   Division/Bureau _____ Local Address _____

5. _____ Title _____ Department _____

   Division/Bureau _____ Local Address _____

Department _____ Division _____ or Bureau _____

Address _____ Agency Code _____

Date _____ Authorized Signature _____

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Distribution: Original: Department of Administration, First Copy: Supervisor

Introduction

"Orientation" is the process of familiarizing new employees with their organizational assignments, introducing them to the staff, explaining benefits and relating their work to organizational goals and objectives.

The orientation program is intended for all new State employees, except independent contractors.

Policy

This policy provides a guideline for New Employee Orientation to:

1. Promote employee identification with the State.
2. Encourage a high level of motivation by integrating the interests and goals of the State with those of the individual.
3. Promote mutually satisfying interpersonal relationships between present employees and the new employee.
4. Acquaint the new employee with the position responsibilities.
5. Successfully initiate the employee into the probation period. Refer to Policy 3-0170 Probation.

Procedure

Any of the following already covered by other procedures or not applicable to the job need not be applied in this orientation procedure.

The immediate supervisor and/or personnel representative has the primary responsibility for insuring an orderly and systematic orientation process of introducing the new employee to co-workers, explaining job responsibilities, touring office facilities, providing adequate supplies and materials, and discussing organizational responsibilities.

1. Prior to the employee's arrival, the supervisor and/or personnel representative should:

   A. Review job application, resume, etc.
   B. Review duties and performance standards of position.
   C. Prepare work area.
   D. Identify known on-the-job training needs.
   E. Prepare personnel file.
   F. Assign orientation partner.

2. Employee Orientation Data Sheet: During the first day on the job, each new employee should be presented an Employee Orientation Data Sheet (attached), filled out in advance.

3. Orientation Meeting: A definite time should be set aside for the supervisor and/or personnel representative to meet with the new employee, preferably during the employee's first day on the job. At this time the new employee may be presented the Orientation Check List (attached), which may