

PERSONNEL  
ORIENTATION

New Staff Orientation

The Association believes that new employees should receive an orientation that provides them with information about the mission and goals of NJSBA and informs them about the expectations and procedures governing its operations.

- A. The Human Resources Department will be responsible for ensuring that an appropriate and thorough orientation is provided. This will include familiarity with relevant policies and procedures from the NJSBA Governance and Operations Manual.
- B. The new employee shall be given a copy of the NJSBA Personnel Policies and within the first two days of employment and the contents reviewed with the Human Resources Department.
- C. The orientation will be on-going and should not overwhelm the new employee. It should be useful and interesting.
- D. Information about the Association and the new employee's job responsibilities should be given in a timely manner.
- E. The Association's culture should be explained, including its philosophy of service, its mission, and values. Expectations about work ethic, dress, and behavior should be included.
- F. The relationship of the new employee to others in the department/unit should be made clear. Lines of authority and division of tasks should be explained.
- G. Self-directed orientation activities are positive and helpful. The supervisor should identify for the new employee the best source of information for various issues. Management should not abandon the employee to such activities, however.
- H. All professional staff are required to attend a weekend New Board Member Orientation Conference as soon as possible following the start of employment.

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