




# Northern Marianas College Procedure

Procedure No.: 5010.5 Procedure Title: Employee Orientation  
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13  
Office of Origin: Human Resources Office  
Procedure Approval Authority: President   
Board Policy No. Associated with this Procedure: 5010  
This Procedure Supersedes/Replaces: 2011 BOR Policy Part V.C

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*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

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**Overview/procedure description** The time and effort invested in a well planned and implemented orientation program will provide many positive returns to the College and its employees. By introducing the College's mission, vision, and goals, explaining policies and procedures, and establishing work and behavioral expectations, an orientation program will help to reduce employee's anxiety, develop positive attitudes, and create realistic job expectations.

**Areas of Responsibility** The College's Human Resources Office will schedule quarterly orientation programs for new employees. All new employees shall be required to attend the orientation.

**Procedure details** The Human Resources Office will compile and create a comprehensive orientation program that identifies and introduces the College's mission, vision, and goals; explains policies and procedures; and clearly defines work and behavioral expectations for all employees. Employee orientation will cover topics including non-discrimination, sexual harassment, and FERPA.