

Constituent Universities

Appalachian
State University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School


North Carolina
School of Science
and Mathematics

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To: All UNC General Administration Employees

From: Matthew S. Brody 
Vice President for Human Resources

Date: June 16, 2016

Subject: New Employee Orientation

Over the past number of months, I have had the opportunity to obtain feedback from a number of managers and staff at UNC General Administration (GA) on how we go about onboarding and orienting new employees. This has led us to design an entirely new approach to this process, which will take effect as of July 12, 2016.

As of this date, Human Resources will begin hosting recurring new employee orientation sessions for all permanent SHRA and EHRA employees. To facilitate this change, Human Resources will offer new employee orientations on the 2nd and 4th Tuesdays of each month, with appropriate adjustments for holidays. New employees will begin their first day of work in a structured orientation session facilitated by Human Resources staff in collaboration with several other UNC GA divisions. The new employee orientation will include, but not be limited to the following topics:

- A newly produced UNC GA welcome video
- UNC GA strategic plan, mission and vision (we will update this to reflect our new UNC System Strategic Plan, as soon as that is completed)
- Payroll and leave administration
- Equal opportunity and anti-harassment
- Employee policies
- Employee perks and programs
- Safety in the workplace
- Employee benefits overview and enrollment
- Information technology resources @ GA, including computer security

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A schedule of new employee orientation sessions through the end of 2016 is provided below:

| 2016 Orientation Dates | Time and Location |
|---|---------------------------------------|
| July 12, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| July 26, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| August 9, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| August 23, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| September 6, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| September 20, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| October 4, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| October 18, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| October 31, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| November 15, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| November 29, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| December 13, 2016 | 8:30 a.m. – 4:30 p.m. - CSLD Building |
| *New Hire paperwork <u>must</u> be submitted by 5 p.m. on the Tuesday before the orientation date* | |

Human Resources will need the assistance of all hiring managers to assure that all required new hire paperwork is submitted in a timely manner. Human Resources will coordinate the setting of start dates with hiring managers to assure new hires are scheduled into the most appropriate orientation session.

In addition to the new employee orientation program, we also strongly encourage hiring managers to offer some type of division or unit-level orientation for new employees to follow the general first day orientation session described above. Human Resources has prepared a checklist of suggested topics for these division or unit-level orientations. The checklist and additional resources are available at: <http://old.northcarolina.edu/hr/ga/NewEmployeeOrientation.htm>.

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I want to thank you in advance for your support of this initiative. We are committed to improving the employee onboarding experience at UNC GA and believe this new approach will have a positive impact.

If you have any questions regarding new employee orientation, please do not hesitate to contact Tomaree Porter, Employee Relations and Development Consultant at tporter@northcarolina.edu or (919) 445-0491.