



County of Santa Clara

Policy Name: New Employee Orientation

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Policy Type: Administrative

Category: Personnel **Sub-Category:** Hiring Practices

Policy Name: New Employee Orientation

Policy Owner: Employee Services Agency

Policy Purpose

The purpose of this policy is to ensure that employees are properly introduced to the organizational structure and practices of the County.

Policy Summary

All new County employees shall attend an orientation program in order to be introduced to the organizational structure of the County, the different County departments and their functions, and the institutional practices of the County.

[Learning and Employee Development](#) shall organize all orientation classes.

Procedures

None.

Definitions

None.



Frequently Asked Questions

None.

Related Policies

None.

Related Forms and Information

- Learning and Employee Development – New Employee Orientation Information -
<https://www.sccgov.org/sites/led/NEO/Pages/home.aspx>
- Checklist of Required Training -
<https://www.sccgov.org/sites/led/Documents/NewEmployees/RequiredTrainingChecklist.pdf>

History

Date	Changes Made
7/31/2019	Links Updated. (Kyle Larson)
9/11/2017	Links Updated. (Kyle Larson)
3/12/2014	Policy Uploaded. (John Myers)