1. Policy Summary

The UCD HR orientation process is intended to assist new staff members to adapt to working in a large organisation and to make that transition as easy as possible. Much of the learning which takes place during this period occurs on-the-job within individual schools/units. UCD HR offers a number of initiatives to support new staff during this induction period.

UCD HR provides new staff in the University with essential information on payroll, conditions of employment and general University services. All new staff are invited to participate in the UCD Orientation Programme which is one component of a four part orientation process.

2. Purpose of Policy & Definitions

The purpose of this policy is to outline the supports available to new staff during the induction period and to outline the roles and responsibilities of those involved.

3. Scope of the Policy

This policy applies to all new employees. Employees moving from one position to another within the University are also required to have a brief local induction meeting in their new school/unit.

4. Policy & Procedures

The UCD Orientation is composed of four separate but interconnected parts:

4.1   UCD HR Orientation Booklet: UCD HR provides all new staff with an orientation booklet, which will enable the staff member to establish themselves quickly in the University.

4.2   Local Orientation: A local orientation meeting will take place once the employee commences work. A staff member's line manager is responsible for organising this meeting. There is a local induction checklist available in the orientation booklet and in the Guidelines for Heads of Schools/Units available on the orientation webpage (see 4.4).

4.3   UCD Orientation Programme: A University wide orientation programme takes place every eight weeks, dates are advertised on the UCD HR website http://www.ucd.ie/hr/staffdev/ucdskillsseminars/. UCD HR contacts all new employees, and invites them to attend this programme. However, staff can also email staffdevelopment@ucd.ie if they wish to attend. All new staff members are encouraged to attend.

4.4 **UCD Orientation Webpage:** Comprehensive supporting information relating to orientation is available on the UCD HR website including Guidelines for Heads of Schools/Units, a walking tour of Belfield and Blackrock campuses and the presentations for the Orientation programme, http://www.ucd.ie/hr/orientation/.

5. Roles & Responsibilities

5.1 The Head of School/Unit or Line Manager:

He/She should complete a "local induction" meeting with new employees following their commencement of employment. This process is supported by the local induction checklist in the orientation booklet issued by UCD HR. (See 4.1 above)

5.2 UCD HR

HR Recruitment and Training & Development provides information to employees prior to commencement of employment, and at the main orientation programme. In addition, UCD HR provides a comprehensive support information framework for employees and employers via the UCD HR website.

5.3 The new staff member

Is responsible for:

- attending the orientation programme provided by the University for new staff.

- attending relevant UCD Skills seminars, advertised on the HR website, in the first 6-12 months of their career in UCD. These will help support the orientation process.

- reading all supporting material outlined above.

- reviewing the orientation website.

6. Other Relevant Information

- Information and training programmes relevant to new staff members are communicated at the UCD HR orientation programme.

- Useful information for Managers on positively managing staff may be found in the Managing for Success Toolkit
https://intranet.ucd.ie/hr/staff/toolboxes/success/

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- The following areas also provide orientation programmes in UCD for their specific area:

    o IT Services   http://www.ucd.ie/itservices/
    o Centre for Teaching and Learning   http://www.ucd.ie/teaching/

7. Policy Revision History

Version	Date	Description	Author
4.0	28/10/2009	Policy Versioning Implemented	UCD HR
4.1	15/02/2013	Toolkit link inserted	UCD HR

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