



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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On-Boarding – New Employee Orientation

Policy:

The Office of Human Resources facilitates the new employee orientation process. The employee onboarding process helps new employees quickly learn how Alcorn State University works, how to succeed here, and how to take advantage of the many resources and benefits Alcorn offers to enrich the employee's quality of life.

All new employees are required to attend orientation. At the time of employment, employees are instructed to retrieve required online employment forms at <http://www.alcorn.edu/offices/finance/human-resources/new-employee-orientation>, or call 601-877-6188.

New employees are informed of the location and time for on-boarding. Benefits are explained and completed enrollment forms are submitted to the Office of Human Resources. New employees are also required to provide written acknowledgment of receipt of HR documents and instructions.

Orientation by the department supervisor follows onboarding. Supervisors provide departmental specific information and address questions new employees may have. Departmental orientation may also include requirements for training the new employee needs to function efficiently in the position.