

**Williamsburg Technical College
PROCEDURE**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title NEW EMPLOYEE ORIENTATION	Number C-1.2
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. C-1.2 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS.-THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the desire of Williamsburg Technical College for all new employees to be well informed and to feel welcome upon arrival. While at times the first day of employment can be overwhelming, the following procedure is designed to make for a smooth transition to employment with the college.

Upon hire of a new employee, the Human Resources department (HR) will greet the new employee and escort him/her into a private area to conduct the detailed orientation. HR will brief the new employee utilizing the HR checklist. Once this initial employee orientation has been completed, the employee will be escorted to his/her new work area. Upon arrival in the department, the employee's supervisor will provide an employee orientation:

The employee will be encouraged to contact the supervisor or HR should any questions arise.