

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 10.1	Page 1 of 1
	<b>SUPERSEDES:</b> January 1, 2006	<b>DATE ISSUED:</b> February 27, 2018
<b>SUBJECT:</b>  Orientation	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors February 27, 2018; to become effective February 27, 2018	

## 10.1 Orientation

The County recognizes the importance of a sound orientation program so that the employee shall have a clear understanding of their duties, how to perform them, and the relationship to the department and the overall operation of the County Government.

Orientation of a new employee begins with processing by the Human Resources Department and the Department Director and includes:

1. History, personal experiences and expectations that come with working for the County.
2. The Department Director shall assure that the employee is introduced to co-workers and various facilities, the employee has proper supplies and a suitable working area, and the employee becomes familiar with their duties and responsibilities.
3. Completion of all hiring forms.
4. Detailed explanation of benefits and conditions of employment.

The most important function of the Department Director during this process is to make every attempt to ensure that a new employee is comfortable and familiar with their new surroundings.