

1. Policy Summary

The UCD HR orientation process is intended to assist new employees 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 employees during this orientation and induction period.

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

2. Purpose of Policy & Definitions

The purpose of this policy is to outline the supports available to new employees 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 local induction in their new school/unit.

4. Policy & Procedures

UCD Orientation comprises the following interconnected parts:

4.1 New Employee Orientation page: UCD HR provides information for all new employees which will enable the employee to orientate quickly to the University and for those coming from outside Ireland, useful information on living and working in Ireland

4.2 Local Induction: A local induction takes place once the employee commences work. An employee's manager/head of school is responsible for organising this. There are induction checklists available on the New Employee Orientation page along with Guidelines for Heads of Schools/Units

4.3 UCD Orientation Programme: A University wide orientation programme takes place every eight weeks, dates are advertised on the UCD People and Organisation Development website. All new employees are encouraged to attend.

Information can be found on the *People and Organisation Development website*


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 checklists under ‘New to UCD’ on the *People and Organisation Development website*.

5.2 The Employee Is responsible for:

- attending the orientation programme provided by the University for new employees.
- attending relevant People Development events, advertised on the People and Organisation Development website
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6. Other Relevant Information

- Information and training and development events relevant to new employees are communicated at the UCD orientation event.
- Useful information for Managers on positively managing employee may be found in the Managing for Success [Toolkit](#) 
- The *People and Organisation Development website* also provides information on the;
 - Post-Doctoral Researcher Orientation
 - Newly Appointed Assistant Professor Development Programme

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
4.2	04/09/2013	References to Learning and Development website updated.	UCD HR L&D
5.0	23/8/2018	References to L&D website changed to People and Organisation Development. New information and events relevant to new employees included e.g. new employee information webpage	UCD POD