

# Orientation and Onboarding

## Introduction

The Office of Human Resources provides a comprehensive New Employee Orientation and Onboarding program for new staff employees. It begins with a three-hour in-person orientation session that introduces participants to state employment, the UNC System, and App State's organization structure. New employees also learn how to navigate an onboarding course in AsULearn in which topics are organized into three modules the employee can complete at their own pace within their first three months on the job.

## Philosophy

- [What are the 4 C's of App's onboarding program?](#)


## Policy

In accordance with Appalachian State University policy, completion of the New Employee Orientation and Onboarding program is required for all new full/part-time SHRA, EHRA Non-Faculty, and temporary employees. As required training, the course may be completed during regularly scheduled work hours. Course completion supports the Performance Management Institutional Goal of Compliance defined as, "completing all required compliance training as assigned."

**Orientation** is a single event that welcomes new employees to App State. Orientation is HR driven and covers information that applies to all App State employees. Orientation is the lighthouse that points new employees in the right direction and prepares them to begin the onboarding process.

**Onboarding** is long-term process and part of a talent management strategy. Onboarding is manager-driven, and focuses on job and department specific training. Onboarding is what anchors new employees to App State.

## Process

Stage	Description
1	<u>Orientation:</u> <ul style="list-style-type: none"><li>• New Employees are automatically enrolled in an <a href="#">orientation class</a> on their first day of work.</li><li>• New Employees and their manager will receive an email invitation from <a href="mailto:neo@appstate.edu">neo@appstate.edu</a> with detailed instructions on how to attend orientation.</li></ul>
2	<u>Onboarding</u> <ul style="list-style-type: none"><li>• New Employees and managers receive an email to their <a href="mailto:@appstate.edu">@appstate.edu</a> account with a link to the onboarding course.  <i>This course is NOT the same as the People Admin Onboarding Portal where employees upload new hire forms such as tax documents.</i></li><li>• New employees and managers can logging in with App State username and password.</li><li>• The course organizes topics into three modules. New employees aren't restricted from "working ahead" but are required to complete all of the modules within their first 90 days on the job.</li></ul>
3	New employees receive monthly system-generated email reminders encouraging them to complete a module each month.
4	The new employee's manager, department head, and division head receive quarterly completion reports.
5	The manager records course completion status in the employee's Performance Management evaluation of the Institutional Goal labeled "Compliance".

- [Orientation and Onboarding Overview](#)
- [Course Completion Communication](#)
- [Course Communication to Employees](#)
- [Orientation Communication](#)
- [Course Communication to Managers](#)
- [Course Communication to Leaders](#)

## Procedures

- [How do I unsubscribe from AsULearn course announcements?](#)
- [How do I register for a Campus Connection?](#)
- [How do I access the Onboarding Course?](#)
- [How do I drop registration for a Campus Connection?](#)

- [How do I use the Monthly Checklist?](#)
- [How do I support my new employee in the onboarding course?](#)
- [How do I unsubscribe from AsULearn course announcements?](#)
- [How do I prepare for my new employee?](#)
- [Where do I go for technical help with AsULearn?](#)

- [What is the process to schedule a Campus Connection?](#)
- [How do I add a Section to Workshops?](#)
- [How do I mark attendance in Workshops?](#)

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## Frequently Asked Questions

- [Who has to complete the orientation and onboarding program?](#)
  - [What topics are covered in orientation?](#)
  - [Which part of orientation should I attend as the manager?](#)
  
  - [How do I use the Monthly Checklist?](#)
  - [Who has to complete the orientation and onboarding program?](#)
  - [What topics are covered in the onboarding course?](#)
  - [How do I support my new employee in the onboarding course?](#)
  - [What is the time commitment for this program?](#)
  - [How do I unsubscribe from AsULearn course announcements?](#)
  - [How do I prepare for my new employee?](#)
  - [How do I access the Onboarding Course?](#)
  - [Where do I go for technical help with AsULearn?](#)
  
  - [What is the process to schedule a Campus Connection?](#)
  - [Can I attend other events for Campus Connection credit?](#)
  - [What are Campus Connections?](#)
  - [What Campus Connection options are available to remote employees?](#)
  - [Where can I find a schedule of Campus Connection events?](#)
  - [Are Campus Connections only available to new employees?](#)
  - [How do I add a Section to Workshops?](#)
  - [How do I register for a Campus Connection?](#)
  - [How do I mark attendance in Workshops?](#)
  - [How do I drop registration for a Campus Connection?](#)
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