

# Standard Practice Guide Policies

## Orientation

201.37

**Applies to:** Regular Staff

### I. POLICY

Human Resources Offices will provide orientation resources for new staff members to acquaint them with University operations, programs, benefits, and facilities.

### II. SCHEDULE

Orientation programs for new staff members are made available online and/or are scheduled and conducted by the pertinent Human Resources Offices on each campus.

### III. REGULATIONS

All newly hired staff members will complete a review of the orientation materials on the first day of employment or shortly thereafter.

## Notes

This SPG was reviewed in January 2017 with no changes.

This SPG was updated October 2023 to reflect available options for orientation programs and update related links

**SPG Number:**

201.37

**Applies To:**

Regular Staff

**Date Issued:**

July 1, 2005

**Owner:**

University Human Resources and the Office of the  
Provost and Executive Vice President for Academic  
Affairs

**Last Updated:**

October 23, 2023

**Next**    **Primary**  
**Review**   **Contact:**  
**Date:**    University  
October    Human  
23,         Resources  
2028        and  
              the  
              Office  
              of  
              the  
              Provost  
              and  
              Executive  
              Vice  
              President  
              for  
              Academic  
              Affairs

**Related Links:**

New Employee Orientation (<https://hr.umich.edu/working-u-m/my-employment/new-employee-orientation>)

New Employee Orientation for Michigan Medicine (<https://hr.medicine.umich.edu/new-employee-orientation-neo>)

UHR Working At U-M (<https://hr.umich.edu/working-u-m>)

Wolverine Access New Hire Collection (<https://wolverineaccess.umich.edu/collection/all/new-hire>)

**Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website ([spg.umich.edu](http://spg.umich.edu)) for the official, most recent version.**

© 2023 The Regents of the University of Michigan