

## Orientation

201.37

### I. Policy

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

### II. Schedule

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

### III. Regulations

All newly hired staff members will attend an orientation session as promptly as possible following employment.

### IV. Reference

See [UHR New Employee Orientation](#) on the UHR Recruiting and Employment Services website for employee orientation and on-boarding resources.

SPG number:  
201.37

Applies to:  
Regular Staff

Related links:  
[Recruiting and Employment Services](#)

Date issued:  
July 1, 2005

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

Next review date:  
July 1, 2009

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

**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.**