

DIN: 4000-1-01
Title of Policy: Employee Orientation and Exit

Policy

All new Northwest Technical College employees shall receive an orientation to the College within two weeks of hire. Departing employees shall receive an exit interview on or before their last day of employment.

Purpose

To ensure that employees get the information they need in order to do their job and to ensure that employees who are leaving transfer the necessary information and property back to the College before leaving.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Provost	Ensure compliance with policy
Human Resources	Conduct orientation and exit interviews as required with all employees under their supervision. Informs Information Systems of date of hire. Inform supervisors upon the completion of the hiring of the personnel and of final date of employment for departing employees.

Supporting References

Listed below are college document(s) that support this policy:
 1050-4-01 Employee Orientation Checklist
 1050-4-02 Employee Exit Interview Checklist

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 12:32 PM	
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Title: Employee Orientation - Exit			Implementation Date:	
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:		