



## EMPLOYEE ORIENTATION PROCEDURE

PERSONNEL | 300.321

### Last Evaluation

01/15/2025

### Executive Staff Approval

05/12/2025

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## 1. Procedure Purpose

Mountainland Technical College (MTECH) strives to welcome new employees and adequately orient them to their new duties. The initial welcome and orientation of new employees is provided by the Human Resources (HR) Department. Additional department and job-specific orientation and training is provided by the supervisor and members of the new employee's department.

These procedures satisfy the requirements for orientation procedures for all employees as set forth by the Council on Occupational Education (COE) in Standard 8.A.4.

## 1. Definitions

**Bridge** - The employee learning management software.

**Canvas** - The student learning management software.

**Council on Occupational Education (COE)** - Accrediting body for Mountainland Technical College (MTECH).

**Employee** - A person whose salary, wages, pay or compensation is paid from college managed funds provided by the State of Utah.

**Supervisor** - A person who has the responsibility of observing and directing employees or an area of work.

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## 2. Procedure

2.1 Prior to Orientation Day:

2.1.1 HR will complete a fingerprint background check.

- 2.1.2 HR will assign the onboarding template in the human resources information system (HRIS) to establish the new employee account, gather relevant personal information, required credentials, and policy acknowledgements.
- 2.1.3 Upon completion of onboarding in the HRIS and passing of the background check, HR will notify the supervisor and the Technology Department of the intended start date.
- 2.1.4 The supervisor will contact the new employee to arrange training and scheduling. They will advise HR of any updates.
- 2.1.5 The supervisor will contact the Technology Department to request the necessary equipment and keys for the position.
- 2.1.6 Technology will assign and deliver the approved equipment and keys to the workspace, or the supervisor, at minimum of one day prior to the start date.
- 2.1.7 Employee accounts are established automatically for employee emails, network access, and Bridge. The establishment of additional accounts is determined based on employee position.
- 2.1.8 HR will prepare a welcome packet for the employee. The packet includes:
  - 2.1.8.1 Employee badge/identification
  - 2.1.8.2 Proximity (Prox) card
  - 2.1.8.3 Employee calendar
  - 2.1.8.4 Small gift
  - 2.1.8.5 Information cards for employee resources, including the following:
    - 2.1.8.5.1 New Employee Checklist
    - 2.1.8.5.2 Network, ID, email, and IT setup and support
    - 2.1.8.5.3 Instructions to obtain a parking pass
    - 2.1.8.5.4 Information regarding the MTECH app and emergency and safety procedures
    - 2.1.8.5.5 Voucher for a treat from the MTECH Store
    - 2.1.8.5.6 Trula Counseling Information

## 2.2 Orientation Day

The supervisor will present the new employee with the welcome packet, and under the guidance of their supervisor, the employee will complete the following items listed on the New Employee Checklist:

- 2.2.1 Meet with the supervisor and coworkers, learn how the department functions, and the employee's role in the mission of the college.
- 2.2.2 Log in to the employee email and campus network accounts.
- 2.2.3 Log in to Bridge, and begin the assigned training(s).
- 2.2.4 Full-time employees set up a meeting with HR to review benefit options.

### 2.3 Faculty and Instructional Personnel Orientation

Faculty and instructional personnel complete the additional orientation procedures listed below:

- 2.3.1 MTECH will provide a comprehensive online orientation for faculty on Bridge.
- 2.3.2 Instructors will be provided training on the SIS during orientation. This includes access and navigation, basic use, and specific faculty training.
- 2.3.3 Faculty will be administered training on Canvas. This training covers basic navigation, specific instructor functions, testing security, effective grading and feedback, using rubrics, etc.
- 2.3.4 Faculty who teach hybrid courses must complete additional training as assigned through Bridge.

### 2.4 Post-Hire Check-In

HR will schedule a follow-up meeting with the employee sixty days post-hire to check-in and discuss their employment experience.

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## 3. Evaluation History

Last Evaluation	Executive Staff Approval
12/1/2015	
09/16/2016	09/19/2016
07/25/2017	08/7/2017
07/01/2018	07/16/2018
04/29/2019   no change	04/29/2019
06/04/2020	06/08/2020
04/24/2021	04/26/2021
11/01/2022	11/14/2022
01/05/2024	01/29/2024
01/15/2025	05/12/2025