

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 205 – Orientation

1. Policies

- a. Each employee shall be provided an orientation to the mission and goals of the Partnership for Children of Cumberland County, Inc. (PFC), these policies, and his/her specific job responsibilities during the first 30 days of employment.
- b. Each department of PFC may be included in the orientation of each new employee to ensure the employee becomes familiar with the mission and goals of PFC.
- c. The Human Resources Coordinator is responsible for ensuring the employee understands these policies and basic procedures for filing time sheets and other human resource-related paperwork.
- d. The immediate supervisor is responsible for orientation with other PFC policies and procedures as well as job-specific duties and responsibilities.
- e. It is the responsibility of the new employee to be an active participant in the orientation process and to ask questions related to the orientation to ensure his/her understanding of such policies and procedures.