

## 8.2 Employee Orientation

In order to function effectively in a new position, employees must acquire within the first weeks and months of employment, information related to their work and work environment.

Employee orientation is therefore an essential human resource management function, and it is the policy of the Nova Scotia government that all new employees will receive, within a reasonable period of time following their appointment, orientation with respect to their duties, work environment, and terms and conditions of employment.

Effective communication of this information is essential for the development of employee performance and for the formation of positive attitudes with respect to the employee's work, supervision, and the Nova Scotia government as an employer.

### Roles and Responsibilities

Each department and agency is responsible for the development and implementation of an orientation program appropriate to the specific needs of its employees.

Program development will normally be the responsibility of the department's personnel staff. Responsibility for program implementation should be shared amongst the employee's manager, personnel staff, and senior management. Their respective involvement will vary in accordance with factors specific to each department. In all cases, however, the manager's role should be recognized as having the greatest importance.

### Administrative Guidelines

While the approach to orientation program design and implementation may vary across departments, all new employees are to receive an introduction to their position duties, work unit, department, and the Nova Scotia government and information about their rights, responsibilities, and career opportunities as Nova Scotia civil service employees.

### Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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