



**Institutional Handbook of Operating Procedures**  
**Policy 03.05.02**

Section: Human Resources Policies	Responsible Vice President: Vice President and Chief HR Officer
Subject: Training and Development	Responsible Entity: Human Resources

**I. Title**

*New Employee Orientation (NEO)*

**II. Policy**

Orientation is designed to acquaint new employees with University of Texas Medical Branch’s (UTMB) history, mission, goals, and culture. It will provide necessary policy, procedure, health, safety, and security guidelines for new employees as well as an overview of available benefits. All new UTMB employees shall participate in an orientation session in accordance with the following guidelines.

Human Resources will schedule all employees for orientation, with the exception of Correctional Managed Care (CMC) employees. New employee orientation for CMC employees will be scheduled and conducted at the appropriate CMC Regional Human Resources Office, unless otherwise designated. Human Resources or the CMC Regional Human Resources Office will notify the appropriate department staff of the assigned orientation dates.

Human Resources will assign a virtual orientation session via Taleo Recruit and send a link to the new hire. Human Resources and hiring manager will be notified if the new hire does not attend. Options for special circumstances should be coordinated in advance through Human Resources.

CMC new employee orientations will be conducted on a bi-weekly basis.

It is the responsibility of the employee’s immediate supervisor to ensure that the employee completes orientation. The Human Resources Department or the Correctional Managed Care Regional Human Resources Office will follow up with the appropriate supervisor regarding new employees who fail to attend as scheduled. Special group orientation may be arranged by contacting Human Resources or the Correctional Managed Care Regional Human Resources Office.

**III. Dates Approved or Amended**

<i>Originated: 04/01/1990</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
02/05/2010	06/28/2016
12/01/2021	

**IV. Contact Information**

Human Resources - HR Organizational Development  
[hrtalent@utmb.edu](mailto:hrtalent@utmb.edu)