

## Orientation and Training

*Purpose:*

Orientation and training is critical to an employee's performance, allowing them to become familiar with their work space and duties as quickly as possible. It is the responsibility of the ASA to ensure all new employees receive the best transition possible.

*Policy:*

- As soon as possible after hiring a new employee, with their supervisor and the Executive Director, must meet to discuss wage, duties, contracts, policies, availability, etc.
- At this meeting job specifications will be discussed, finalized, and agreed upon.
- The following documentation will be made available to all ASA employees:
  - i. The ASA Bylaw Book;
  - ii. The ASA Policy Manual;
  - iii. The Students' Union Political Policies.
- The Executive Director and the President shall arrange for orientation seminars for hourly, term, and managerial staff as required throughout the year.