



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

### **Employee Orientation Procedures**

*CTK has standard procedure to orient the new hired employees. The responsibility to implement the orientation procedure goes under the shoulder of human resource coordinator. The Human Resource Coordinator apply the orientation procedure uniformly to all the incoming employee to the institution. Following procedure will be followed by the Human Resource coordinator*

- 1. Human resource coordinator provides all the documentation regarding the employment eligibility, employment benefits, payment, payment cycle, benefit of leave, leave of absence and all related documents to the new employee and asked to sign as needed*
- 2. Human resource coordinator (HRC) will create the personal file and kept all the signed documents for the record.*
- 3. HRC will make the campus tour; including computer lab, library, conference room, emergency health policy and equipment's, class rooms, and his/her office*
- 4. IT coordinator will provide computer support, and digital facility and supplies for his/her office/desk*
- 5. Finance coordinator will inform about the payment cycle including financial institution information for direct deposit*
- 6. Academic dean provides the necessary password for LMS system and needed academic orientation as needed.*
- 7. The orientation policy and procedure will be reviewed annually, and revised as needed by staff meeting*