

Chapter:	Human Resources		
Title:	Onboarding, Orientation and Professional Development		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR	Adopted Date: 05.2024 Review Date: 05.2024	Related Policies: Equal Employment Opportunity Professional Licensure Succession Planning Supervision Volunteers

Purpose:

Hopeful Horizons (HH) has established its Onboarding, Orientation and Professional Development policy to ensure new employees and volunteers have a positive start to their employment/volunteerism and have the information and training necessary to be successful in their position. To further the success and improve the competency of employees and volunteers this policy also addresses the provision of ongoing professional development.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified: Prospective staff in the hiring stage
- HH Board Members HH Volunteers
- Other: Students, Interns Service/Treatment Contractors

Policy:

HH shall provide new employees, volunteers, students and interns with sufficient onboarding, orientation, and training to assure they:

- Understand the requirements of and demonstrate adequate competency to perform their assigned duties
- Have access to and understand HHs’ policies and procedures
- Have the necessary training to perform the essential duties of their position to meet quality and productivity expectations
- Meet payer and regulator standards for required training

Ongoing professional development is part of the broader framework of HHs’ strategic and risk management plans. It aims to reflect the current and projected needs of both the organization and the individual staff member. All employees shall meet requirements for ongoing professional development as evidenced by development of specific training goals and as required to meet competency/performance standards, professional licensure requirements and grantor specifications.

Funding for staff learning and professional development activities shall be identified and accounted for in HHs’ annual budget and related financial reporting.

Human Resources shall establish adequate procedures to assure effective management of the organization’s onboarding, orientation and professional development practices to assure compliance with requirements.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board’s policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Employees shall be advised of their position specific ongoing professional development obligations as part of the onboarding and orientation process.

Definitions:

1. Onboarding: Employee onboarding describes the longer process of integrating new hires into the workplace. Onboarding starts as soon as a new employee accepts a job offer. It involves a series of events including new hire orientation, department/program orientation, ongoing supervision, mentoring/coaching, etc.
2. Orientation: A brief, one-time activity aimed at quickly introducing new employees/volunteers to the organization and their position. New hires/volunteers receive key information about their position, the organization HR requirements.
3. Professional Development: Professional development is the opportunity for employees/volunteers to improve their competency and skills through learning and training.

Other Related Materials:

Managing Employee Onboarding, Orientation and Professional Development Procedure
Orientation and Onboarding Checklist

References/Legal Authority:

[New Employee orientation: 9 Best Practices to Apply, Academy to Innovate HR, 2024](#)
[New Hier Orientation Checklist & Best Practices, Forbes Advisor, 2024](#)

Change Log:

Date of Change	Description of Change	Responsible Party
5.2024	This is a new policy.	N. Miller, Prog Eval. Cons. In consultation with R. Lucovich, HR Spec.