جامعــة الأمـيــر سطام بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

Employees Onboarding Program

General Directorate of Human Resources

Employees Onboarding Program Guide

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Employees Onboarding Program Introduction

Prince Sattam bin AbdulaAziz University shall apply the best practices and concepts in human resources field, to make an inspiring and wonderful work environment, conducive to achievement and creativity, and shall enhance an employee's loyalty and workplace connection. And, shall motivates him to provide the best performance and to achieves job satisfaction. In order to make an characterized employee by focus, commitment and productivity. Work environment includes all material and moral elements that enable the employee to perform all required tasks with all effectiveness and efficiency.

The university shall attract new and distinguished employees, to participate in development projects implementation and to implement its' strategic orientation as one of the best universities at international and national levels. Therefore, The university made Employees Onboarding Program which would be starting point for the employee and the university relationship to make a mental impression of his role assigned importance and the university's interest in raising his level of knowledge and skills and taking care of his health and professional safety while performing his duties, and to integrate the employee into work environment and culture at the university.

General Director of Human Resources
Hmood Bin Badi AlHarbi

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Nomenclature

University	Prince Sattam bin AbdulAziz
General Directorate of Human Resources	The directorate responsible for implementing employment, development, and training decisions of university's staff
New Staffs	New employees at the university
On-the-job Mentoring	The expert employee or direct manager Instructions to the new employee in order to complete his required tasks and used tools to complete the works.
Managing Director	The person responsible for integrating the new employee with the work team , shall directing and guiding him directly and permanently.
Expert Employee	An employee who has work experience for more than three years.

Objectives of Employees Onboarding Program :

1. Set clear outlook regarding performance.

2. Facilitating an employee development process.

3. Contribute to raising the individual's sense of commitment, pride and belonging and loyalty.

4. Introducing an employee to standards and customs followed in the place.

5. Lay the foundation to a positive, long-term relationship between an employee and workplace

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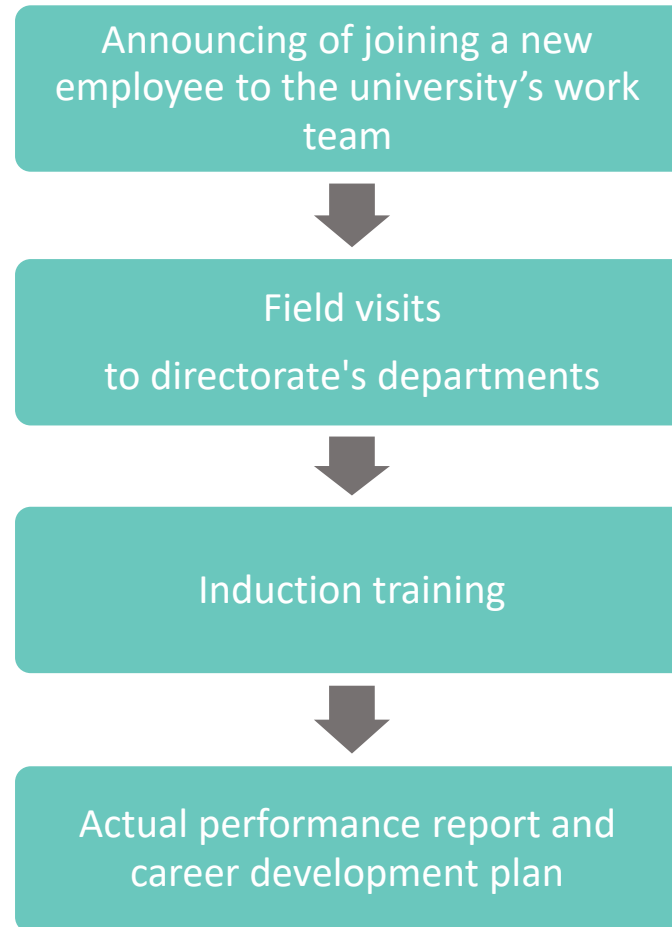PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

Regular references :

1. Civil Service Law

2. Implementing Regulation for Human Resources in the Civil Service.

3. Regulatory frameworks for Human Resources

4. Self-Operation law

5. Servants Regulations

6. Regulations for those Appointed under Wages System in Government Entities

7. Financial Rights and Benefits Regulations

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Scope of application:

1.New Employees who currently joining the University.

2. Employees who have been absent from work for a year or more, for scholarship

or training, and other regular reasons.

Employees Onboarding Program Stages :

Announcing of joining a new employee to the university's work team

⬇

Field visits

to directorate's departments

⬇

Induction training

⬇

Actual performance report and career development plan

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Employees Onboarding Program Stages :

First stage:

Announcing of joining a new employee to the university's work team:

1. Delivering a welcome letter from the university's president to the new employee.

2. Announcement via an official letter (circular) to all university units that includes congrats for the new job position.

3. Introducing the employee through an introductory tour of university's facilities.

Employees Onboarding Program Stages :

Second stage:

Field visits to directorate's departments:

1. General Directorate of Human Resources, in cooperation with direct manager of new employee, shall organizes a field tour for the new employee, so that he is introduced to required tasks according to job description and is introduced to department's works and his daily tasks.

2. Field visits aim to familiarize new employees with nature works that are entrusted to them by introducing various sectors and departments specializations. So that, it will be easier for new employee to Learn work nature of various sectors of the university.

3. Maximum field visits program duration does not exceed one working week.

4. Requirements of preparing a field visit program:

   a. A time-table showing required time frame to complete visits program for new employee.

   b. Mentioning university's departments should be included in the visit program.

   c. Determine work nature and all tasks required to be known or trained.

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Employees Onboarding Program Stages :

Induction Training

Induction training is divided into two:

1. The general introduction program covers the following topics:

No.	Topic	Content
1.	Information related to systems	Handing an new employee a copy of the short employee handbook, and providing him with a reading list before starting his duties to ensure that he understands his rights and job duties.
2.	Administrative basic Requirements	Providing him with: . an office and a car park . computers . ID work card . an email and telephone.
3.	Working culture at university	Providing an new employee with administrative communications methods, lines of authority, vertical and horizontal lines of communication, and correspondence etiquette.

General Directorate of Human Resources

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Employees Onboarding Program Stages :

Induction Training

Induction training is divided into two:

2. The basic training program includes the following::

No.	Topic	Content
1.	Job description	Informing an new employee of expected tasks to be performed, annual goals, and required competencies.
2.	Procedures guide	Procedures steps of all tasks should be informed to the new employee.
3.	Appoint an expert employee	The new employee is placed under management of an expert employee who trains him on the job through guidance and direct technical support.
4.	Work team	The direct manager shall integrates the new employee with the existing work teams through a formal or social introductory meeting.

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Steps to welcome a new employee (in pictures):

The direct manager welcomes AbduAllah and introduces him to the work team.

His fingerprint is recorded in follow-up unit and he is provided with a parking entry permit and ID work card.

Abdullah shall start his work at Prince Sattam bin AbdulAziz University.

AbduAllah shall meet his mate (the expert employee) who is tasked with guiding him during the first weeks.

Abdullah shall attend employees onboarding program organized by General Directorate of Human Resources.

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