

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

HUMAN RESOURCES

SUBJECT: TEAMMATE ONBOARDING AND DEPARTURE

REVIEWER: Dean of Administrative and Financial Services*
Chair, Great Place to Work Committee
Director of Teaching, Learning and Academic Technology

POLICY

New teammates will experience an onboarding process designed to ensure they are appropriately oriented to Atrium Health and to Carolinas College and have access to the necessary tools and information to be successful. The complete onboarding process, including an orientation to Atrium Health and Carolinas College, will ensure that the new teammate understands and feels a part of the mission, vision, and culture of Atrium Health and Carolinas College, and knows the policies, procedures, and resources which will guide, direct, and support him/her.

PROCEDURE

A. Orientation to Atrium Health

1. A representative from Atrium Health Human Resources will assign the new teammate a specific date to attend the general orientation according to current policy.
2. Orientation for clinical faculty will be coordinated by the program chair in consultation with the appropriate Atrium Health team.

B. Orientation to Carolinas College

1. Upon hire, the manager will create a file for the new teammate and place the New Teammate Onboarding Checklist and the New Hire and Teammate Access Checklist forms in the folder. From this point, the manager can ask others to complete the forms as they meet with the new hire. The teammate files are located here: [..\..\Teammate Files](#)
2. New teammates will complete an online general orientation of the college including an overview of academic affairs, administration and finance, the president's office, and student affairs and enrollment management. New teammates will also complete a departmental orientation with their manager.
3. New teammates will also complete all requirements on the New Teammate Onboarding Checklist.
4. At the discretion of the manager, new teammates will be assigned a specific onboarding plan using the New Teammate Onboarding Checklist as a guide. Upon completion of all items indicated on the orientation checklist, the manager will submit the checklist to the president's office for placement in the teammate's personnel folder.

C. 90-Day Orientation Period

Before the 90-day window has closed, the manager will discuss the performance of the new teammate with their supervisor. Should the new teammate not be performing at expectation, the manager and their supervisor will determine a best course of action after consulting with Atrium Health HR.

D. 90-Day Evaluation

Approximately 90 days from the date of hire, the president's administrative assistant will send an email to the new teammate, copying their manager, asking him/her to complete an evaluation of the onboarding process. A 45-day survey may be used at the discretion of the manager to gauge the progress of onboarding activities. Evaluation results will be shared with the Great Place to Work Committee.

E. Teammate Departure

1. Upon notification of teammate departure, the manager will complete the termination form in CORE Connect and notify the president's administrative assistant to begin distribution of the New

Hire and Teammate Access Checklist. It is the responsibility of the manager to manage this checklist and finalize completion.

2. For involuntary terminations, see the Involuntary Termination policy.

F. The Teammate Onboarding and Departure policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

CCHS: HUMAN RESOURCES – [Hiring Procedure](#); [Termination, Involuntary](#)

Atrium Health: [HR6.01 Orientation of Staff](#)
[Atrium Health Human Resources 90 Day Orientation Period 5.04](#)

Related Form(s): [New Hire and Teammate Access Checklist](#)
[New Teammate Onboarding Checklist](#)
[90-day Evaluation](#)

Related 2018 SACSCOC Standard(s)

5.5 Personnel appointment and evaluation
6.3 Faculty appointment and evaluation
6.5 Faculty development
10.1 Academic policies
10.2 Public information
10.4 Academic governance
13.7 Financial responsibility