



New Employee Onboarding  
KC Policy # HR 190

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**APPLIES TO:** Kettering College Employees

**ISSUED:** July 11, 2022

**KEYWORDS:** onboarding, new employee, supervisor, mentor

**EFFECTIVE:** July 11, 2022

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**PURPOSE:** The purpose of this policy is to ensure that all new employees are provided with the necessary tools to succeed and assimilate within the Kettering College and is an *extension* of the Kettering Health (“KH”) Hiring Process policy found on the KH Intranet page.

**DEFINITIONS:**

1. **Onboarding:** process of equipping a new employee with necessary training and tools for success and integration of new employee into the college community and culture
2. **New employee:** a person who has been approved to fill an open position and has successfully completed Kettering Health hiring protocols
3. **Supervisor:** college employee to whom the new employee directly reports
4. **Mentor:** college employee trained in the onboarding process who will provide guidance and support as well as serve as a resource and adviser to the new employee

**POLICY DETAILS:**

New employees join an established team of educational professionals committed to excellence in Seventh-day Adventist education. New employees will be challenged to maintain a high standard of quality education. Their knowledge, attitude, skills, and the way they deal with students, visitors, the community, and fellow college personnel, are the personal ingredients they bring to the workplace. New employees’ contribution will enhance the long-standing tradition of doing the very best for students who come to Kettering College for an Adventist Christian education as they train for a promising career

The supervisor is responsible for the proper onboarding of a new employee. This onboarding will follow the procedures and guidelines set forth in the New Employee Onboarding Handbook which outlines steps and responsibilities in the onboarding process for a new employee, a mentor, and the supervisor. The supervisor is responsible for directing and assigning a mentor who will collaborate in the onboarding process.

**PROCEDURE**

Please see the [New Employee Onboarding Handbook: A Guide for New Employees, Supervisors, and Mentors.](#)

**RESOURCES/REFERENCES:**

Related KHN Policy: HR-KH Hiring Process

Maintained by: Deans’ Council; Reviewed annually by Collegiate Life Committee

**HISTORY OF REVISION:**

Original date: July 11, 2022

Revision dates: N/A