



ROMAN CATHOLIC  
**DIOCESE**  
**OF CHARLESTON**  
OFFICE OF HUMAN RESOURCES

**NEW HIRE ORIENTATION**

New Hire	Start Date	Arrival Time	Department	Supervisor
----------	------------	--------------	------------	------------

Time	Procedure	Diocese Employee
8:30 a.m.	<ul style="list-style-type: none"><li>• Escort to desk</li><li>• Introduction to company history, mission, and culture</li><li>• Review of organizational structure</li><li>• Employee manual overview</li><li>• Provide facility tour</li></ul>	
9:30 a.m.	<ul style="list-style-type: none"><li>• Final User set up requires new employee to be with the IT tech so that Microsoft Authenticator and Watchguard Authpoint can be installed and the employee can log into her laptop</li></ul>	IT Tech
10:30 a.m.	<ul style="list-style-type: none"><li>• ADP overview</li><li>• Timekeeping overview</li></ul>	
11:00 a.m.	<ul style="list-style-type: none"><li>• Benefits plan information and enrollment</li></ul>	
11:45 a.m.	<ul style="list-style-type: none"><li>• Provides key access card</li><li>• Review of role responsibilities and expectations</li><li>• Introduction to team members and workflows</li><li>• Overview of current projects</li></ul>	