

U.S. Fish and Wildlife Service  
Marquette Biological Station  
1924 Industrial Parkway  
Marquette, Michigan 49855  
U.S.A.

and

U.S. Fish and Wildlife Service  
Ludington Biological Station  
5050 Commerce Drive  
Ludington, Michigan 49431  
U.S.A.

and

Department of Fisheries and Oceans  
Sea Lamprey Control Centre  
1219 Queen Street East  
Sault Ste. Marie, Ontario P6A 2E5  
Canada

## **ADMINISTRATIVE OPERATING PROCEDURE**

### **PROCEDURE TITLE:**

Administrative Orientation of New Personnel

### **APPLICABILITY:**

Applies to all new employees at time of hire

### **PURPOSE:**

To insure that all new employees receive adequate orientation to the workplace.

### **PROCEDURE:**

- I. Prior to Employee Arrival
  - A. Learn new employees' names.
  - B. Be sure employees' materials and paperwork are ready.
- II. First day of duty
  - A. Welcome new employees to the program, provide orientation package.
  - B. Explain program objectives.

- C. Outline employees' duties and responsibilities.
    - 1. Provide a copy of the employees' position descriptions.
    - 2. Discuss type of appointment.
  - D. Describe work hours, break periods, leave, overtime, and pay.
  - E. Discuss Safety Program.
  - F. Ensure that employee completes essential personnel documents from the orientation package.
  - G. Introduce new employee to other employees and explain present employees' positions and duties.
  - H. Familiarize employee with facility.
  - I. Assign work space, trailer space, equipment, supplies, waders, etc..
  - J. Have employee undergo an entrance interview (attachment) with management representative.
- III. First month of duty
- A. Present employee with overall description of the Department and Program.
  - B. Arrange for the completion of necessary documents, such as Provincial pesticide certification.
  - C. Have employee view employee orientation videos.
  - D. Develop Employee Performance Agreement and Learning and Development plan for employee.
  - E. Discuss career development and training with the employee.
  - F. Discuss with employee the rules of employee conduct.
  - G. Discuss the probationary period with the employee.
  - H. Discuss Worker's Compensation with the employee.
  - I. Discuss with employee the Federal Employee's Retirement System.
  - J. Discuss with employee the Employee Assistance Program and grievance procedure.
  - K. Explain to employee travel arrangements, field work hours and schedule, and where daily assignment schedule is posted.
  - L. Follow up on employees' progress; critique and discuss employees' questions.

- IV. At termination of employment
  - A. Have employee undergo an exit interview (attachment) with management representative.

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This procedure has been reviewed and approved by the undersigned representatives of Fisheries and Oceans Canada.

REVIEWED/APPROVED

  
Division Manager (Canada)

DATE March 25/2015