

	PERSONNEL AFFAIRS DIRECTORATE ORIENTATION AND ONBOARDING PROCEDURE	Document No:	PDB.PRS.002
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1. PURPOSE

To ensure that newly recruited academic and administrative personnel adapt to the institution quickly, effectively, and efficiently; gain an understanding of their duties, authorities, and responsibilities; and successfully integrate into the institutional culture.

2. SCOPE

This procedure covers all newly recruited academic and administrative employees.

3. LEGAL BASIS

- TRNC Labour Law No. 22/1992
- Higher Education Law No. 2547
- TRNC Occupational Health and Safety Law No. 35/2008 and related regulations
- University Personnel Affairs Directorate Policies
- University Regulations

4. DEFINITIONS

Orientation: The process of introducing a new employee to the institution and facilitating adaptation to the workplace.

Mentor: An experienced employee who provides guidance and support to a newly recruited staff member.

Onboarding Training: Training provided on the institutional structure, systems, and processes.

5. RESPONSIBILITIES

- Personnel Affairs Directorate
- Relevant Unit Managers
- Information Technology Unit
- Mentor / Advisor Staff Member

6. IMPLEMENTATION

6.1 Preparation of the Orientation Plan

Before the new employee starts work, the following preparations are carried out by the Personnel Affairs **Directorate**:

- Preparation of the workspace
- Creation of a computer and e-mail account
- Preparation of the personnel identification card
- Preparation of the orientation schedule

6.2 First-Day Welcome

On the first day, the new employee is welcomed by the Personnel Affairs Directorate and provided with the

following information:

- The University's vision and values
- Organizational structure
- Institutional culture
- Human resources practices
- Working hours

6.3 Documentation and System Access

- Entry into the personnel information system is completed
- E-mail account is activated
- Campus access authorizations are assigned

6.4 Training Process

The following training sessions are provided within the first two weeks:

- Institutional ethical principles
- Information security
- Relevant regulations and personnel information documents

6.5 Departmental Adaptation Process

The relevant manager shall:

- Explain the job description
- Communicate performance objectives and expectations
- Explain workflow processes
- Introduce team members

6.6 Mentor Assignment

For positions where necessary, a mentor may be assigned for the first three months.

6.7 Monitoring of the Probation Period

In accordance with TRNC Labour Law No. 22/1992, the official probation period is three months. Newly recruited personnel are evaluated by their respective units, and positive or negative feedback is submitted to the Personnel Affairs Directorate.

Hazırlayan	Kontrol Eden	Onaylayan
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