

2017

# Guide to the Human Resources New Employee Orientation records

University of San Diego Human Resources

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## Guide to the Human Resources New Employee Orientation records

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### Overview of the Collection

<b>Title:</b>	Human Resources New Employee Orientation records
<b>Dates:</b>	1991
<b>Creator:</b>	University of San Diego Human Resources
<b>Quantity:</b>	1 box (.5 linear feet)
<b>Summary:</b>	This is the New Employee Orientation binder for 1991 which includes departmental information, policies, and the staff handbook.
<b>Identification:</b>	USDA_2008_011
<b>Language:</b>	English
<b>Repository:</b>	<a href="#">University of San Diego, Archives and Special Collections</a> Copley Library 5998 Alcalá Park San Diego, CA 92110 Telephone: 619-260-2730 <a href="mailto:spcoll@sandiego.edu">spcoll@sandiego.edu</a>

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### Historical Note

Part of the onboarding process for new employees at the University of San Diego was to provide a New Employee Orientation. This Orientation was formatted to help new employees get acquainted with the University. In 1991, the New Employee Orientation was held on two days and was organized into sections on University Relations and Internal Procedures. As the department overseeing staff relations, Human Resources administered the new employee orientation.

This was the New Employee Orientation binder of Linda Nottoli upon her hiring as Secretary in University Relations.

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## **Scope and Content Note**

This collection consists of binder materials from the 1991 New Employee Orientation. Materials include handouts, forms, handbooks, and department information. While some department information is scarce, sections such as the Capital Campaign, Development, and University Relations contain promotional materials and brochures for the University. These records give a snapshot into what New Employees learned at the outset of their time at USD.

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## **Arrangement**

These records remain in original order.

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## **Restrictions**

These records are open for research.

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## **Index Terms**

University of San Diego  
San Diego (Calif.)  
Employee handbooks

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## **Administrative Information**

**Preferred citation**

[Folder Title], Box # Folder #, Human Resources New Employee Orientation records, Copley Library, University of San Diego, Archives and Special Collections.

## Processing Information

This collection was processed by Tessie Camina in 2008.

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## Detailed Description of the Collection

1991 New Employee Orientation binder materials.

### Box Folder

- 1 1 New Employee Orientation - Day One - Homework
- 2 Accounting - Handouts
- 3 Advancement Services Overview - Handouts
- 4 Budget Guidelines and Deadlines - Handouts
- 5 Capital Campaign Overview - Handouts
- 6 Campus Ministry
- 7 Catering - Handouts
- 8 Data Processing Overview
- 9 Development Overview - Handouts
- 10 Human Resources Overview - Handouts
- 11 Mail Center
- 12 Print Shop
- 13 Prospect Research Overview - Handouts
- 14 Publications - Handouts
- 15 Public Relations Overview - Handouts
- 16 Purchasing - Handouts
- 17 University Center - Handouts
- 18 University Relations Overview - Handouts