



The American University of Kurdistan New Employee Orientation Policy

Policy Number: HR012
Effective Date: November 13, 2022

CONTENT

- I. Introduction
- II. Roles and Responsibilities
- III. Definition
- IV. Policy Statement
- V. Policy Principles
- VI. Policy Procedures
- VII. Policy History

I. INTRODUCTION

- a. Authority: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. Purpose: The purpose of this policy is to ensure that all new employees receive a positive start to their career at AUK and feel prepared and comfortable in their new working environment. The orientation also informs employees about the University's policies, strategic plan, mission, vision, and the resources available to them to assure their success. In addition, the orientation program provides information about living in Duhok, and Kurdistan in general.
- c. Scope: This policy applies to all newly hired full-time faculty and staff. It does not apply to student employees.

II. ROLES AND RESPONSIBILITIES

- a. Responsible Executive: Vice President for Administration and Finance
- b. Responsible Administrator: Director of HR
- c. Responsible Office: Office of HR
- d. Policy Contact: Director of HR

III. POLICY STATEMENT

AUK, generally, and the Office of Human Resources, specifically, strive to help employees feel welcome in their new positions. The faster they acclimate to the environment; the sooner they will be able to actively contribute to the mission of the University.

In addition to employees feel 23ET0 595.3(i)14(o)P(i)-4(o)9(n)4(of t)3(he)-2()JTETQ.000008871 0 595.32

POLICY New Employee Orientation

B. Onboarding Process

1- Day 1:

- Welcome by Human Resources, agenda of the day
- Finalizing their employment file including employee personal information form, information about the payment process
- Meeting with IT team for creating an AUK ID card, AUK email and getting a Laptop/Desktop
- Setting up office/desk/service area
- Meeting with President and Provost of AUK as appropriate to the employment role
- Meeting with direct supervisor
- Meeting with colleagues
- Tour of department and building
- Receipt of Employment Contract and important links to policies and procedures; employee will have time to review their contract and get back to HR for any concerns or observations
- Welcoming event for the new employees

2- Day 2 and First Week:

- Visit to the Governmental Residence Office for a Residence Card (as applicable)
- Completion of paperwork for opening a bank account
- Assistance with identifying housing/apartment
- Setting up daily transportation to work

VII. POLICY HISTORY

- a. Approved by: Board of Trustees
- b. Adopted: November 13, 2022

APPENDIX 1: RESOURCES FOR EMPLOYEES

A. Emergency Contacts in Duhok



AMBULANCE: [122](#)



FIREFIGHTING: [115](#)



POLICE: [104](#)



TRAFFIC POLICE: [188](#)



ASAYISH: [106](#)

B. Additional Resources on Discovering the City and the Region:



DUHOK GOOGLE MAP

<https://www.google.com/maps/place/Duhok/@36.8544595,42.9248687,12z/data=!3m1!4b1!4m5!3m4!1s0x40088dc9f9b9c571:0xf62e38c72158c89b!8m2!3d36.8632107!4d42.9884805?hl=en>



ABOUT DUHOK PROVINCE
<http://duhokprovince.com/>



ABOUT KURDISTAN REGION (KRG)
<https://gov.krd/english/>

