

CHAPTER 12. FISHERIES BUREAU NEW EMPLOYEE ORIENTATION PROGRAM

- All new employees will enroll in and complete the 1-day department-wide orientation schedule in the central office at the earliest opportunity and within the first three months of employment.
- The first line supervisor will spend a minimum of one entire day with the new employee during the first week of work. The time will be used to define the work to be accomplished, opportunities for assistance, procedures to follow, and an orientation of the Fisheries Bureau staffing and location.
- Lead workers and/or first line supervisors will provide mentoring of new employees on a daily basis for the first month of employment. Due to logistics, remote mentoring may occur. Voice connection is preferred over email.
- New employees are expected to spend a minimum of one day on site with fisheries personnel located at each of the 18 field stations and the central office. The new employee will schedule the site visits with the approval of their supervisor. This should be accomplished any time during the first year of employment. Host employees should provide a worthwhile experience for the new employee through participation in field project activities wherever possible.
- A one hour orientation will be scheduled with a representative from each of the four other bureaus within the Conservation and Recreation Division. The supervisor of the new employee will schedule this orientation. The bureau representative should be someone located close to the new employee's place of work. This orientation should be completed within the first six months of employment.
- New employees will be scheduled to work the State Fair at the earliest opportunity. This is a good venue to meet other DNR employees and obtain a pulse of our public.