Guide to the Human Resources New Employee Orientation records

Finding aid prepared by Ashley Toutain
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Overview of the Collection
Title: Human Resources New Employee Orientation records
Date (inclusive): 1991
Collection number: USDA_2008_011
Creator: University of San Diego Human Resources
Extent: 1 box (.5 linear feet)
Repository: University of San Diego, Archives and Special Collections
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5998 Alcalá Park
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Abstract: This is the New Employee Orientation binder for 1991 which includes departmental information, policies, and the staff handbook.
Languages: English
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.
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.
Arrangement
These records remain in original order.
Access Information
These records are open for research.
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.
Subjects and Indexing Terms
University of San Diego
San Diego (Calif.)
Employee handbooks

Box/Folder: 1 / 1 New Employee Orientation - Day One - Homework
Box/Folder: 1 / 2 Accounting - Handouts
Box/Folder: 1 / 3 Advancement Services Overview - Handouts
Box/Folder: 1 / 4 Budget Guidelines and Deadlines - Handouts
Box/Folder: 1 / 5 Capital Campaign Overview - Handouts
Box/Folder: 1 / 6 Campus Ministry
Box/Folder: 1 / 7 Catering - Handouts
Box/Folder: 1 / 8 Data Processing Overview
Box/Folder: 1 / 9 Development Overview - Handouts
Detailed Description of the Collection

| Box/Folder: 1 / 10 | Human Resources Overview - Handouts |
| Box/Folder: 1 / 11 | Mail Center |
| Box/Folder: 1 / 12 | Print Shop |
| Box/Folder: 1 / 13 | Prospect Research Overview - Handouts |
| Box/Folder: 1 / 14 | Publications - Handouts |
| Box/Folder: 1 / 15 | Public Relations Overview - Handouts |
| Box/Folder: 1 / 16 | Purchasing - Handouts |
| Box/Folder: 1 / 17 | University Center - Handouts |
| Box/Folder: 1 / 18 | University Relations Overview - Handouts |