

HUMAN RESOURCES

Training & Organizational Development

On-site New Hire Orientation

All new employees of UMDNJ are asked to attend a ½ day orientation class held every Monday morning in the Newark, New Brunswick and Stratford campus HR offices. This session includes a general overview and welcome to the University; issuance of University ID badges and parking tags and a thorough briefing on the University's extensive benefits package. A representative from the Benefits department will answer any questions and assist with the completion and processing of all enrollment forms. Attendance at this session will help ensure that your selected coverage is efficiently executed.

Employees of University Hospital and University Behavioral HealthCare will be required to attend an additional orientation specific to these respective units. Any questions regarding on-site new hire orientation should be directed to your HR Generalist or campus HR office. The Human Resources Services Division is organized as a Generalist model with a "single point of contact" structure. The first point of contact for employees needing information should be their assigned Generalist. If the Generalist is not available and immediate help is needed, any member of the Human Resources department will be happy to assist. To contact any member of the HR department, [click here](#).