EN 7: Employee Orientation

1 point available

A. Credit Rationale
This credit recognizes institutions that address sustainability issues during new employee orientation. Including sustainability in new employee orientation helps establish sustainability as an institutional priority and part of the campus culture. Providing information and tools about the institution’s sustainability programs and options at the time when an employee is getting acquainted with his or her new employer and developing new work routines and habits can help encourage the adoption of environmentally and socially preferable habits, routines, and choices.

B. Criteria
Institution covers sustainability topics in new employee orientation and/or in outreach and guidance materials distributed to new employees, including faculty and staff. The topics covered include multiple dimensions of sustainability (i.e. social, environmental and economic).

C. Applicability
This credit applies to all institutions.

D. Scoring
Institutions earn the maximum of 1 point available for this credit when sustainability topics are covered in orientation and/or outreach and guidance materials that are made available to all new employees. Incremental points are available based on the percentage of new employees that are offered orientation and/or outreach and guidance materials that cover sustainability topics. For example, an institution that offers outreach materials that meet the criteria to 50 percent of its new employees would earn 0.5 points (half of the points available for this credit). Points earned are calculated according to the following table:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Multiply</th>
<th>Percentage of New Employees Offered Orientation and/or Outreach and Guidance Materials that Cover Sustainability (0-100)</th>
<th>Equals</th>
<th>Total Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01</td>
<td>×</td>
<td>_____</td>
<td>=</td>
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</tr>
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</table>

Points earned are calculated automatically when data are entered in the STARS online Reporting Tool.
Scoring Example: Employee Orientation

Example College employed 50 new people during the previous year (40 staff and 10 faculty). The university offers orientation activities that cover sustainability topics to all new staff members, but not to faculty.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Multiply</th>
<th>Percentage of New Employees Offered Orientation and/or Outreach and Guidance Materials that Cover Sustainability (0-100)</th>
<th>Equals</th>
<th>Total Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01</td>
<td>×</td>
<td>80</td>
<td></td>
<td>0.8</td>
</tr>
</tbody>
</table>

E. Reporting Fields

Required
- The percentage of new employees (faculty and staff) that are offered orientation and/or outreach and guidance materials that cover sustainability topics
- An affirmation that the submitted information is accurate to the best of a responsible party’s knowledge and contact information for the responsible party. The responsible party should be a staff member, faculty member, or administrator who can respond to questions regarding the data once submitted and available to the public.

Conditional
Required if the institution is reporting orientation materials that cover sustainability:
- A brief description of how sustainability is included in new employee orientation (including how multiple dimensions of sustainability are addressed)

Optional
- The website URL where information about sustainability in new employee orientation is available
- Notes about the submission

F. Measurement

Timeframe
Institutions may choose to report activities from the most recent 1, 2 or 3 years.

Sampling and Data Standards
Not applicable