

EN 8: 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 for this credit are calculated automatically in the STARS Reporting Tool as follows:

Factor		Percentage of new employees offered orientation and/or outreach and guidance materials that cover sustainability (0-100)		Points earned
0.01	×	_____	=	Up to 1

E. Reporting Fields

Required

- ☐ Percentage of new employees (faculty and staff) that are offered orientation and/or outreach and guidance materials that cover sustainability topics (0-100)

If greater than zero, provide:

- 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 the programs or initiatives is available
- Additional documentation to support the submission (upload)
- Data source(s) and notes about the submission
- Contact information for a responsible party (a staff member, faculty member, or administrator who can respond to questions regarding the data once it is submitted and available to the public)

F. Measurement

Timeframe

Institutions may choose to report activities from the most recent 1, 2 or 3 years prior to the anticipated date of submission.

Sampling and Data Standards

Not applicable

G. Standards and Terms

Not applicable

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.

Factor		Percentage of new employees offered orientation and/or outreach and guidance materials that cover sustainability (0-100)		Points earned
0.01	×	<u>80</u>	=	0.8