

ATTACHMENT 3

General Orientation Topics

The following topics are of general interest to all new employees and are not specifically related to the role of an inspector. This list is provided as a convenience to ensure that key topics have been covered with each new inspector. This list is not all inclusive. Additional information may be available from the Office of Human Resources.

- Employment (Management Directive 10.1)
- Salary, leave, manpower reporting, work hours (Management Directive 10.4)
- New Employee Probationary Period
- Non-SES Appraisal System (Management Directive 10.67)
- Physical examinations and drug screening
- Telephone use
- NRC Motor Vehicle Operator Standards (Management Directive 13.5)
- Library Services
- Mail Policy
- Union Membership
- Word Processing services
- Filing systems including NUDOCs and ADAMS
- Travel (Management Directive 14.1)
- Individual Development Plans (IDPs)
- Use of Government equipment for personal use
- Use of Government credit card
- Employee Grievances