



New Employee Orientation for Merit System Employees

WHAT is New Employee Orientation?

New Employee Orientation is an opportunity for new Merit System employees and other current employees to learn about the Merit System's structure, rules, and benefits. This training is separate from any orientation conducted within each jurisdiction.

WHEN and How is New Employee Orientation (NEO) conducted?

1. **[New Employee Orientation is available as an online, on-demand training.](#)** The MCPB Training Department invites new Merit System employees through their departments to participate. Participants must review the online presentation (Part 1 and Part 2) and complete the NEO Knowledge Check to verify attendance. Supervisors may present the material as a group training and then complete information in the NEO Knowledge Check to verify attendance.
2. **The presentation and knowledge check can be accessed at <https://www.personnelboard.org/employees/training/training-forms/>**
3. **Any current Merit System employee may also access the NEO presentation or the Employee Manual to review the information.**

For questions or more information, please contact the MCPB Training Department at (251) 445-4574 or at training@personnelboard.org .