



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. Personnel Department staff present information to attendees from all of the 22 agencies in the system. This training is separate from orientation conducted within each jurisdiction.

WHEN and Where is New Employee Orientation (NEO)?

- 1. The online, on-demand version of New Employee Orientation is now available. 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 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. Classroom sessions have been suspended until further notice.**
- 4. 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.