

## New Employee Orientation

### Purpose

New Employee Orientation (NEO) is designed to introduce new TxDOT employees to the agency, understand policies and guidelines, learn about benefits and culture, and prepare for an exciting career!

### General Conditions

New Employee Orientation (NEO) will take place during the new employee's first week of work. NEO has the following components:

- ◆ Instructor-led training taught via videoconference and/or in-person.
- ◆ In-processing, conducted by Human Resources personnel on the first day of hire.
- ◆ Mandatory online courses, which must be completed within 30/90 days of hire, using TxDOT's Enterprise Learning Management (ELM) module of PeopleSoft.
- ◆ Explanation of benefits and election of health insurance, retirement contributions, and vision/dental within 60 days of hire.

At in-processing, designated HR personnel assist new employees in completing required forms and inform them of any online requirements.

### Mandatory Training

Mandatory online courses in PeopleSoft will be pre-loaded for new employees. New employees will log in to PeopleSoft > My Learning to find the courses and get started.

Refer to the [Mandatory Training Requirements](#) on the HRD Crossroads page for additional information on specific courses required for new employees. To learn how to search, enroll, and start taking classes in ELM, see the [Employee ELM User Guide](#).

### Rehired Employees

Rehired employees must complete the instructor-led and online mandatory courses in their entirety if they have a break in service from the Department for more than 120 calendar days.

### Summer Hires

Summer hires must complete the instructor-led NEO and online mandatory courses as soon as possible upon hire.