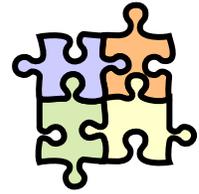


## BUREAU OF WORKFORCE TRANSFORMATION

# **NEW** Employee *Orientation*





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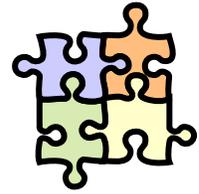
## **WELCOME TO THE BUREAU OF WORKFORCE TRANSFORMATION NEW EMPLOYEE INFORMATION MANUAL**

### **INTRODUCTION TO THE 2ND EDITION**

Both the Department of Energy, Labor & Economic Growth (DELEG) and the Bureau of Workforce Transformation (BWT) welcome you to state government employment. We are delighted to have you aboard as a vital part of our team and hope your first days and weeks here are informative and allow you to transition into your new job smoothly. You are joining a team of dedicated individuals committed to public service. We believe you will find much personal satisfaction from your employment at the BWT.

As a new employee in the Bureau of Workforce Transformation, you have become a member of a very large and diverse group of employees. There are several divisions, each with specific responsibilities to provide Workforce Development and Labor Exchange Services to the citizens of the State of Michigan. Although your specific responsibilities may be in Veterans Services, Migrant, Immigrant & Seasonal Worker Services, Lifelong Learning, Accelerating Employment, Meeting Employer Needs, or Regional & Sectoral Strategies it is highly beneficial for you to have information on all of the divisions as well as their duties and responsibilities. It is also important for you to understand how the Bureau of Workforce Transformation fits into the much larger Department of Energy, Labor & Economic Growth.

This New Employee Orientation Manual is designed to be made available electronically, for you to study and keep conveniently accessible to refer to when questions arise. As a new employee, you will also receive hands-on information and training in addition to this manual, that pertains to your specific work duties. You may also be assigned a “Buddy” who will assist you in learning your day-to-day responsibilities. This manual is not intended to replace that personal contact.



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## **Bureau of Workforce Transformation New Employee Information Manual**

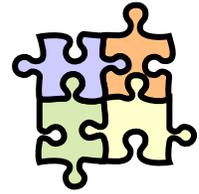
This manual has been developed to provide you with an overall orientation. You will find sections covering the Department of Energy, Labor & Economic Growth; the Bureau of Workforce Transformation's structure, programs, special initiatives and websites; an overview of the Electronic Systems used by BWT (DCDS, Outlook, MTB and OSMIS); information about partners you may deal with; Training and Performance Management; Travel Regulations; and some information on the BWT headquarters in the Victor Office Center in Lansing as well as the Cadillac Place in Detroit.

Following these chapters you will also find a long list of appendices that further describe our working community and include common acronyms, phone rosters, detailed information on Performance management and Competency Ratings, Travel, internal BWT procedures, and finally a list of state holidays and annual leave accruals.

The material is meant to be used by you, the new employee, to learn about the Bureau of Workforce Transformation. Good Luck and welcome! We hope you enjoy your career with the State of Michigan!

In addition to the content in this book, you should check out the material available on the Civil Service Website at <http://www.michigan.gov/mdcs/>. Once there, select "New Hire Orientation" from the left hand column.





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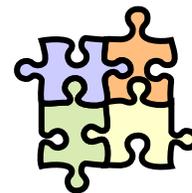
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## **Bureau of Workforce Transformation New Employee Orientation Manual**

The Second edition of the New Employee Orientation Manual may be accessed at the Training Website at [www.michigan.gov/bwt](http://www.michigan.gov/bwt).

Errors, Omissions, Additions: If the reader feels that there is important information missing from this manual, discovers any errors, or wishes to suggest changes, please call or send an email with the information to Christina Strevel at 313-456-3172 or [strevelc@michigan.gov](mailto:strevelc@michigan.gov).





## Bureau of Workforce Transformation New Employee Orientation Manual

This project or second edition was developed in 2009. The New Employee Orientation was developed by the Training and Development Unit of the Bureau of Workforce Transformation. It is the intention of the Bureau to keep this Orientation current. Your input is always welcome, appreciated and needed.

The Training and Development Unit consists of the following: Christina Strevel, Manager; Rita Henderson, Secretary; Darlene Hubsky, Human Resource Developer; Lisa Ross, Human Resource Developer, and Jamie Pafford, Human Resource Developer. The following is contact information for each of the staff members:

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