

Office of Human Resources

This office helps the staff/faculty to be inducted:

- Presentation of job description to the selected qualified personnel
- Offer of employment
- Orientation of new employees
- Placement
- Understand how their work performance will be monitored (including probation and performance review processes).
- Know the various offices (i.e offices of the President and the Provost) in the university
- Where to find facilities such as restrooms, canteen etc
- Discover the information and support that is available to them, including mentoring and key contact persons.
- Arrangements for contacting the authorized channels in the event of unforeseen absence, sickness etc.
- Details of how and when salary/wages will be paid
- Explicit discussion of performance standards and any objectives to be achieved within the probationary period.