

Procedure: HR On-Boarding

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Revision History

Standard	Effective Date	Email	Version	Contact	Phone
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Executive Summary

The Human Resources On-Boarding Procedure defines the Information Security requirements for all incoming employees including Staff, Faculty and Student Employees. This procedure will raise awareness of Information Security Practices with the goal of safeguarding the confidentiality, integrity, and availability of information stored, processed, and transmitted.

Introduction and Purpose

This procedure defines the Information Security requirements for new employee on-boarding. It is intended to ensure that Stanislaus State's information security policies, procedures and controls are being followed and are effective in ensuring the confidentiality, integrity and availability of Stanislaus State's information resources.

Scope

This procedure applies to all Stanislaus State, Self-Funded, and Auxiliary Human Resources departments. On-Boarded employees include all Staff, Faculty and Student Employees beginning work at an applicable Stanislaus State entity.

Procedure

The appropriate Human Resources department shall provide all new external hires with an Information Security brochure which includes contact information for the Information Security Office, incident response reporting instructions and where to find campus Information Security policies and standards.