

EN 8: Employee Orientation

1 point available

Rationale

This credit recognizes institutions that address sustainability issues during new employee orientation. Including sustainability in new employee orientation helps establish sustainability as an institutional priority and part of the campus culture. Providing information and tools about the institution's sustainability programs and options at the time when an employee is getting acquainted with his or her new employer and developing new work routines and habits can help encourage the adoption of environmentally and socially preferable habits, routines, and choices.

Applicability

This credit applies to all institutions.

Criteria

Institution covers sustainability topics in new *employee* orientation and/or in outreach and guidance materials distributed to new employees. The topics covered include multiple dimensions of sustainability (i.e., environmental, social, and economic).

Scoring

An institution earns the maximum of 1 point available for this credit when sustainability topics are covered in orientation and/or outreach and guidance materials that are made available to all new employees. Incremental points are available based on the percentage of new employees that are offered orientation and/or outreach and guidance materials that cover sustainability topics. For example, an institution that offers outreach materials that meet the criteria to 50 percent of its new employees would earn 0.5 points (half of the points available for this credit).

Points for this credit are calculated automatically in the STARS Reporting Tool as follows:

Factor		Percentage of new employees offered orientation and/or outreach and guidance materials that cover sustainability		Points earned
0.01	×	_____	=	Up to 1

Reporting Fields

Required

- ☐ Percentage of new employees (academic and non-academic staff) that are offered orientation and/or outreach and guidance materials that cover sustainability topics (0-100)

If greater than zero, provide:

- A brief description of how sustainability is included in new employee orientation (Include how multiple dimensions of sustainability are addressed.)

Optional

- Website URL where information about sustainability in employee orientation is available
- Additional documentation to support the submission (upload)
- Data source(s) and notes about the submission
- Contact information for a responsible party (an employee who can respond to questions regarding the data once it is submitted and available to the public)

Measurement

Timeframe

An institution may choose to report activities from the most recent 1, 2, or 3 years prior to the anticipated date of submission.

Sampling and Data Standards

Not applicable.

Standards and Terms

Employees

Employees are defined as personnel paid by the institution and include full-time and part-time workers (as defined by the institution), and both academic staff (i.e., “faculty members”) and non-academic staff.