

# County of Santa Clara

## New Hires

As a new hire you are required to complete the [Countywide New Employee Orientation](#) web-based training in sccLearn. This online program has been created to enhance your onboarding experience by introducing you to the County's structure, culture, policies, and best practices.



### What should you know?

- It's a mandatory training for all new hires.
- It's a self-paced web-based training that can take you up to 2.5 hours to complete
- It must be completed within your **first 90 days** of employment
- This orientation is in addition to any other orientation completed at your agency/ department

### What's in it for you?

By the end of this training, you will feel:

- Genuinely welcomed to the County of Santa Clara and excited to have joined our team
- A sense of belonging here and an important part of our success
- Curious to learn even more about your new position and the County
- Properly introduced to County of Santa Clara business practices
- You have a working understanding of key policies and procedures being used
- That you have what is needed to integrate smoothly into the organization
- Informed as to next steps in your transition into the County



### What's next?

1. Plan ahead! Arrange with your supervisor the best time to complete the training during work hours
2. Register in sccLearn and take the [Countywide New Employee Orientation](#) within 90 days of your starting date
3. Visit the [LED New Employee Orientations](#) webpage for additional onboarding support resources
4. Contact Learning & Employee Development at: [LED@ceo.sccgov.org](mailto:LED@ceo.sccgov.org) if you have additional questions