

# To: SCC Hiring Managers

New hires (permanent status) are required to complete the newly revised [Countywide New Employee Orientation](#) web-based training in sccLearn. This online program has been created to enhance the onboarding experience for your new employees by introducing them to the County's structure, culture, policies, and best practices.



## What should you know?

- Assignments of the mandatory training in sccLearn started on **2/15/22**.
- Self-paced web-based training that can take new hires up to 2.5 hours to complete
- Training must be completed within the **first 90 days** of employment

## What's included in the Orientation?

- Introduction: welcomes new employees to the County of Santa Clara.
- Level 1: offers an introduction to the history, mission, goals, and vision of SCC.
- Level 2: focuses on learning about professional development opportunities, cultivating relationships, and an overview of the performance appraisal process.
- Level 3: covers key County policies, best practices and expectations for all employees including their role as a DSW.
- Level 4: targets employees' benefits, compensation, and provides an overview of programs for health, wellness, and retirement.
- Level 5: explores what new hires need to do next to continue their onboarding journey beyond the [Countywide New Employee Orientation](#) web-based training.

## Next Steps

1. Consider registering yourself for [Countywide New Employee Orientation](#) to experience firsthand what new hires are going to learn.
2. Support your new hires by making time for them to take the course as soon as possible.
3. Visit the [LED Manager Development](#) 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.