The DHHS Staff Education and Training Unit presents an orientation designed for new DHHS employees which provides an overview of the structure of the Department of Health and Human Services, the Guiding Principles of the Department, and an introduction to the Personnel System. In addition, the program covers several mandatory courses such as: Harassment, Americans with Disabilities Act, Language Access, Video Display Terminal Safety, and Confidentiality. New employees also receive valuable information about their insurance program and the Maine State Employees Association.

New employees are required to attend within 3 months of hire, and remain on probation until completed. DHHS Human Resources notifies the Staff Education and Training Unit when new employees are hired. SETU then assigns a place in the next available session, confirmed by email to the new employee and their supervisor.

To avoid conflict with the SEP Training, new employees may need to reschedule their attendance for the first available date during a Learning at Work week.

For more information on the Staff Education and Training Unit, please visit their website at http://www.maine.gov/dhhs/setu/index.shtml.