

Carteret County Human Resources Department



All new hires to Carteret County will be required to attend New Employee Orientation (NEO) within the first pay period of their start date. This includes all new or rehired full-time, part-time and temporary employees. This orientation will include information from Human Resources, Payroll, Safety/Wellness and IT. The NEO will:

- Provide new hires with information and resources that support success in their new position;
- Train new hires on important topics, such as workplace safety, timesheet completion, use of County equipment, and policy review;
- Complete new employee paperwork requirements; and
- Assist eligible new hires with the completion of their benefits elections.

Orientation sessions may be held in the Administrative Building or General Services, dependent on class size, and will begin at 8:30AM. Non benefit-eligible employees will not be required to attend the entire session and should report to his/her immediate supervisor after the orientation, if applicable. Benefit-eligible employees will continue the orientation.

Also, we are requiring that all PAFs for new hires be returned by 5:00PM the Wednesday after each orientation.

If you have any questions, please feel free to contact Human Resources at 252.728.8405.

- **January 3, 2022**
- **January 18, 2022 (Tuesday)**
- **January 31, 2022**
- **February 14, 2022**
- **February 28, 2022**
- **March 14, 2022**
- **March 28, 2022**
- **April 11, 2022**
- **April 25, 2022**
- **May 9, 2022**
- **May 23, 2022**
- **June 6, 2022**
- **June 20, 2022**
- **July 5, 2022 (Tuesday)**
- **July 18, 2022**
- **August 1, 2022**
- **August 15, 2022**
- **August 29, 2022**
- **September 12, 2022**
- **September 26, 2022**
- **October 10, 2022**
- **October 24, 2022**
- **November 7, 2022**
- **November 21, 2022**
- **December 5, 2022**
- **December 19, 2022**

Administration Building – Located at **210 Turner Street, Beaufort, NC 28516**

General Services Building – Located at **5231 Business Drive, Newport NC 28570**