2017 New Employee Orientation Agenda

Time: 8:30 am to 4:00 pm EST (Central office):

Facilitator: State Personnel Department (SPO) - Division of Employee

Engagement:



пин	ITEM
8:30 - 8:50	Orientation Overview
8:50 - 9:00	Government Campus Emergency Procedures
9:00 - 9:20	New Hire Paperwork
9:20 - 9:35	Employee ID Badge Appointment
9:35 - 10:10	Benefits Overview
10:10 - 10:20	Biresak
10:20 - 11:10	Benefits (continuation)
11:10 - 11:35	Wellness Program Overview
11:35 - 12:00	College Chaice 529
12:00 - 1:00	Lunch
1:00 - 1:45	Workplace Harassment Prevention Training
1:45 - 2:15	Standardized Policies & Performance Management
2:15 - 2:25	Break
2:25 - 2:50	Indiana Public Retirement (INPRS)
2:50 - 3:20	Hoosier Start (retirement plan option)
3:20 - 3:35	Public Service & Public Records
3:35 - 4:00	Required Online Training Overview

^{*}Context and times are subject to change at the discretion of the Divisor of Employee Engagement.



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