

2017 New Employee Orientation Agenda

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

Facilitator: State Personnel Department (SPD) – Division of Employee Engagement



Orientation begins promptly at 8:30 a.m. – please sign in upon arrival.

TIME	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	Break
10:20 – 11:10	Benefits (continuation)
11:10 – 11:35	Wellness Program Overview
11:35 – 12:00	College Choice 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	Hoesler Start (retirement plan option)
3:20 – 3:35	Public Service & Public Records
3:35 – 4:00	Required Online Training Overview

*Content and times are subject to change at the discretion of the Division of Employee Engagement.

Sample Orientation Agenda

Puja Mehta



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