



## 2017 New Employee Orientation *Agenda*

### Day One – Foundation Building Training Room

TIME	TOPIC	PRESENTER
8:30 – 9:35 AM	Welcome, Introductions, Expectations Activity	Learning and Development
9:35 – 10:05 AM	Environmental Health and Safety	Angela Allen/Bruce Crowell/Jamarlo Poole/Derrick Gibbs/ Ben Teal/ Kirsten Blender
10:05 – 10:10 AM	<b>BREAK</b>	
10:10 – 10:35 AM	Stake Your Claim/University Communications	Phillip Brown
10:35 – 10:55 AM	Parking and Transportation Services	Leeisha Williams/ Helena Connors
10:55 – 12:00 PM	Campus Bus Tour	Orientation Partners
12:00 – 1:00 PM	<b>LUNCH (on your own)</b>	
1:00 – 1:45 PM	Information and Technology Services	Jennifer Hicks
1:45 – 2:00 PM	State Employees Credit Union	Learning and Development
2:00 – 2:10 PM	<b>BREAK</b>	
2:10 – 2:30 PM	Student Affairs	Rachael Forester /Adam Burden
2:30 – 2:45 PM	Niner Tech/ Student Union	J. Scott Derrick
2:55 – 3:05 PM	Auxiliary Services	Ana Alvarez, Jody Thompson, LouAnn Lamb/Greg McCambridge
3:10 – 3:30 PM	Community Relations	Jordan Harris, Jenny Matz
3:30 – 4:30 PM	Key Resources, Wrap Up, and Closing	Learning and Development

### Day Two – Colvard North 5092

TIME	TOPIC	PRESENTER
8:30 – 9:15 AM	Ethics/ Fraud Awareness	Susan Burgess
9:15 – 9:45 AM	FERPA/Public Records	Tina Dadio/Legal Affairs Rep.
9:45 – 10:00 AM	<b>BREAK</b>	
10:00 – 11:00 AM	Respect in the Workplace/ Preventing and Reporting Unlawful Workplace Harassment	Cindy Edwards
11:00 – 12:00 PM	Title IX/Campus SAVE Act	Sarah Edwards
12:00 – 1:00 PM	<b>LUNCH (on your own)</b>	
1:00 – 1:15 PM	Staff Council	Penny Stevens/Celeste Corpening/Pam Erickson/Dave Frantzreb/Joanne Kendrach
1:15 – 1:45	Police and Public Safety	Jerry Lecomte
1:45 – 2:00 PM	<b>BREAK</b>	
2:00 – 4:30 PM	Benefits	Gina Ewart

# Sample New Hire Orientation Agenda

**Scott C. Dulebohn**



## **Sample New Hire Orientation Agenda:**

*Recruiting, Interviewing, Selecting, and Orienting New Employees* Diane Arthur, 2019-05-21 A genuine classic Recruiting Interviewing Selecting Orienting New Employees is a practical guide to the employment process Extensively revised it contains forms guidelines and ready to use interview questions as well as advice on reference checking interview methods documentation issues orientation programs and applicant testing From recruitment to orientation this updated and accessible guide covers it all Recruiting Interviewing Selecting Orienting New Employees has long been the go to reference on every aspect of the employment process Packed with forms checklists guidelines and ready to use interview questions the revised and updated edition provides readers with practical information on topics including interview methods documentation issues reference checking orientation programs and applicant testing This updated edition has been brought completely up to date addressing new legislation on FMLA immigration record keeping I 9 compliance and much more Full of insights on the latest staffing challenges this comprehensive guide explores changes in technology such as virtual interviews and recruitment web based orientations and the use of electronic files and social media Nothing is more important to the productivity of an organization than its hiring program Recruiting Interviewing Selecting Orienting New Employees provides readers with the tools they need to get employees on board and ready for long term success New Employee Orientation Training Karen Lawson, 2006 Contains exercises handouts assessments and tools to help you rapidly build a customised new employee orientation programme create both organisation wide and department level training become a more effective and efficient facilitator ensure training is on target and gets results This book gives you just what you need to make the most of your company s new employee orientation programme If you want to get your employees off to a good start and attract and retain stellar performers then this is the book to buy William J Rothwell Professor of HRD Penn State University Karen Lawson is an international consultant author and executive coach She has extensive consulting and workshop experience in the areas of management team development communication and quality service across a wide range of industries including financial services pharmaceutical chemical manufacturing health care and government *Nursing Orientation Program Builder* Adrienne E. Avillion, Debbie Buchwach, 2010 This binder and CD ROM walk you through each step of a well run orientation program so you can incorporate field tested evidence based practices at your facility Use this resource to evaluate your program outcomes fulfill Joint Commission orientation requirements train new graduates and meet the needs of a diverse workforce *Effective Onboarding* Norma Davila, Wanda Pina-Ramirez, 2018-09-18 Onboarding turns the key opening the door to talent development Investing in onboarding means investing in employee success and the business of the future Effective onboarding programs both increase and facilitate employee engagement and business results onboarding shortens the employee learning curve by increasing job knowledge If you need to design revise or expand your company s onboarding program Effective Onboarding offers a simple to follow path forward Talent development experts Norma D vila

and Wanda Pi a Ram rez combine their significant consulting experience and the latest onboarding trends to create a single source for onboarding best practices job aids templates and checklists Also included are examples and stories based on real life situations the authors have encountered in their practice While many books about onboarding limit their approach to employee recruitment and selection this book is more comprehensive following employees through their first year on the job Effective Onboarding clarifies the differences between orientation and onboarding describes how to build a business case for your onboarding program and guides you to design implement evaluate and sustain the program that s right for your organization Effective Onboarding is part of a new ATD series What Works in Talent Development which addresses the most critical topics facing today s talent development practitioners Each book in the series is written for trainers by trainers and offers a clear step by step path to solve real issues      **Training and Development** Rebecca A. (Rebecca Anne)

Richards,Certified General Accountants' Association of Canada,2001-03      **Virtual Teams For Dummies** Tara Powers,2018-07-04 Set your virtual team on a path to success In the global marketplace people can work practically anywhere and anytime Virtual teams cut across the boundaries of time space culture and sometimes even organizations Rising costs global locations and advances in technology are top reasons why virtual teams have increased by 800 percent over the past 5 years Packed with solid advice interviews and case studies from well known companies who are already using virtual teams in their business model and their lessons learned Virtual Teams For Dummies provides rock solid guidance on the essentials for building leading and sustaining a highly productive virtual workforce It helps executives understand key support strategies that lead virtual teams to success and provides practical information and tools to help leaders and their teams bridge the communication gaps created by geographical separation and achieve peak performance Includes research findings based on a year long study on the effectiveness of virtual teams Mindset and skill shift for managers from old school traditional team management to virtual team management Covers the communication and relationship strategies for virtual teams Examines how the frequency of in person meetings affects a remote team s success Written by an award winning leadership expert this book is your one stop resource on creating and sustaining a successful virtual team      **Construction**

**Safety and Loss Control Program Manual** Andrew Civitello, Jr.,1998-03-26 As an immediately useful ready for adaption model this manual is a valuable tool for contractors and subcontractors in the construction industry implementing the overwhelming OSHA requirements Successfully utilized in the field the Manual can be customized to accomodate all areas of construction Construction Safety and Loss Control Program Manual is topically organized for easy access to essential information provides interpretations of the generic OSHA requirements specifically suited to the construction industry offers checklists summaries and step by step directions for implementation of the requirements Liability for every construction company no matter how large or small is enormous The Manual packed with valuable applicable and useable information is just the tool necessary to minimize a company s liability and improve safety programs and employee awareness

**Recruiting, Interviewing, Selecting & Orienting New Employees** Diane Arthur, 1998 Now updated and expanded this classic how to guide equips human resources professionals with the skills and tools to get the best people on board Filled with sample forms interview questions and handy checklists the book goes step by step through the entire hiring process It also includes sections on workplace diversity electronic recruiting competency related interviewing and other techniques

**Teacher Induction That Works** Tara Link, Beth Whitaker, 2025-03-12 Getting new teachers off to the right start is essential for teacher retention and student success This book shows the nuts and bolts of induction that really works Drawing on the successful research based SHINE program the authors demonstrate the key components for setting up or tweaking your new teacher induction program including involving different staff members remembering that induction is not an event but an ongoing process considering the different phases of induction and the support and modeling needed along the way finding appropriate mentors helping new teachers juggle priorities and more Beginning teachers often leave due to classroom management struggles this book also helps you give teachers the basics immediately so they re set up for success In addition the appendix offers a wealth of tools and templates to help you cover all the bases during your induction journey Whether you re an induction coordinator mentor PDC member principal or superintendent this practical resource will help you ensure your new teachers thrive so they can enjoy their roles and effectively reach students When a program to support new teachers is made stronger the accelerated growth and acclimation of new teachers can accelerate the growth of students too

**401 Proven Ways to Retain Your Best Employees** Chart Your Course Publications, Gregory Paul Smith, 2007 The Happy Employee Julia McGovern, Susan Shelly, 2008-07-01 Reduced workforces hiring freezes productivity pressures it s clear that now more than ever every employee counts With 101 practical easy to implement tips The Happy Employee will help you identify and attract the most talented employees retain them and make sure they re happy and productive Real life examples from actual situations show you how to identify the best prospects for a job and land the top candidate Once the candidate is hired you ll learn how to integrate your new employee into the workplace and encourage top performance Based on research as well as years of professional experience The Happy Employee contains tips on leadership building trust and earning respect You ll learn how to develop and maintain high performance teams through proper communication techniques and effective rewards The Happy Employee is a practical and indispensable guide to retaining the best workers which makes for a happy manager as well

Industrial Safety and Health for Infrastructure Services Charles D. Reese, 2008-10-24 Industrial Safety and Health for Infrastructure Services provides an in depth look into the areas of transportation utilities administrative waste management and remediation It covers OSHA regulations in reference to the major safety and health hazards associated within these five fields This user friendly text Provides guidance on removal d

**HRWorks Handbook** Rebecca A. Richards, 1998-08 **The Business of Medical Practice** David Edward Marcinko, 2010-12-15 Praise for the previous edition This comprehensive multi authored text contains over 450 pages of

highly specific and well documented information that will be interest to physicians in private practice academics and in medical management Chapters are readable concise yet complete and well developed I could have used a book like this in the past I will certainly refer to it frequently now 4 stars Carol EH Scott Conner MD PhD MBA American College of Physician Executives Does Health 2 0 enhance or detract from traditional medical care delivery and can private practice business models survive How does transparent business information and reimbursement data impact the modern competitive healthcare scene How are medical practices clinics and physicians evolving as a result of rapid health and non health related technology change Does transparent quality information affect the private practice ecosystem Answering these questions and more this newly updated and revised edition is an essential tool for doctors nurses and healthcare administrators management and business consultants accountants and medical dental business and healthcare administration graduate and doctoral students Written in plain language using nontechnical jargon the text presents a progressive discussion of management and operation strategies It incorporates prose news reports and regulatory and academic perspectives with Health 2 0 examples and blog and internet links as well as charts tables diagrams and Web site references resulting in an all encompassing resource It integrates various medical practice business disciplines from finance and economics to marketing to the strategic management sciences to improve patient outcomes and achieve best practices in the healthcare administration field With contributions by a world class team of expert authors the third edition covers brand new information including The impact of Web 2 0 technologies on the healthcare industry Internal office controls for preventing fraud and abuse Physician compensation with pay for performance trend analysis Healthcare marketing advertising CRM and public relations eMRs mobile IT systems medical devices and cloud computing and much more *The Art of On-the-job*

*Writing* Philip Vassallo,2005 **The Guide To Becoming An Employee Benefits Know It All** Denise Perkins,2023-07-24 This Guide is chock full of resources information and real life examples selected to assist new and developing employee benefit and HR professionals learn about and confidently manage workplace employee benefit programs Instead of providing summaries of employee benefit statutes and regulations this Guide focuses on where to find reliable sources to interpret and implement them There are also real life examples of the challenges and triumphs of administering workplace benefits including leaves of absence claim disputes benefit plan communication and more Employee benefit professionals learn their craft on the job and with the help of the occasional seminar or certification course However this approach to learning is slow At its worst it can perpetuate misinformation and misunderstanding New and developing employee benefit professionals can learn from the real world challenges and triumphs of seasoned benefit pros to fill in the gaps in knowledge of real life employee benefit administration It also includes 6 Bonus Documents Microsoft Word and Excel templates to calculate premium changes adjust benefit deductions create personalized compensation statements and COBRA notices and use pivot tables and VLOOKUP to take your benefits game to the next level Lastly an Instructors Guide is available to colleges and

universities to teach the concepts outlined throughout the book This separate Guide includes an in class discussion outline for each book chapter and group and independent class assignments

### **Occupational Health and Safety Management**

Charles D. Reese,2008-10-24 Developed to provide safety and health students with an understanding of the how tos of implementing an occupational safety and health initiative the first edition of Occupational Health and Safety Management soon became a blueprint for occupational safety and health management for the smallest to the largest sized companies Competently followin

### **Training for Organizations**

Bridget N. O'Connor,Michael Bronner,Chester Delaney,2002 This conceptual text is designed to give an overview of the training process and training careers The focus is on needs analysis and the planning for the evaluation of training Interviews with training professionals make the text effective fro both practitioners in the corporate training environment and instructor s in the classroom

### **Middle Management in**

**Academic and Public Libraries** Tom Diamond,2011-05-18 Drawing from the contributions of 20 academic and public library middle managers this book reveals knowledge expertise and insights on a variety of management topics and responsibilities Conflict resolution Professional development Budget cuts Mentoring and performance evaluations Time management Diversity and workplace culture All of these topics as well as many others represent challenges for library middle managers This unique resource provides the key insight needed to successfully advance a middle management career to the highest levels in librarian administration Middle Management in Academic and Public Libraries examines managerial topics such as the balance of authority and responsibility as viewed by middle managers views of middle managers engaged as youth services librarians collaboration efforts between public and technical services integrating modern technologies into library services and recommended career ladder steps Each of the 20 contributors shares his or her specific expertise resulting in an engaging compilation of great depth and breadth containing the pearls of wisdom that an aspiring middle manager needs in an academic or public library setting

### **ADA Guide to OSHA Compliance for Dental Offices**

American Dental Association,2023-08-08 OSHA training and compliance can be daunting Every dental practice is required to maintain customized safety plans that cover exposure to bloodborne pathogens and respiratory hazards infection prevention and control medical waste disposal and emergency evacuations Additionally they must maintain employee medical records training rosters and injury reports This book provides customizable templates for all of these required forms and more in one accessible resource Review the forms in the printed book then customize the accompanying downloadable versions for your practice This book includes customizable form and plan templates and extensive online resources to ensure compliance with the most relevant OSHA standards It should be used alongside ADA OSHA Training Guidance for the Dental Team for a complete OSHA compliance program Customizable templates available for download include Exposure Control Plan Hepatitis B Vaccination Verification Employee Report of Injury Form Record of Postexposure Evaluation and Follow Up Sharps Injury Log Employee Medical Record Hepatitis B Vaccination Declination Refusal of Postexposure Medical Evaluation Bloodborne

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