



## New Hire Orientation Agenda *Monday Students*

**Otowi** – Building 0261,  
1654 Casa Grande Drive  
Main Gate Conference Room, Room F200W  
Contact # 667-1555

<i>Day 1</i>		
Time	Event	Presented By
7:30 – 8:00	New Hire Orientation Check-In	
8:00 – 8:10	Welcome by Laboratory Director	Video – Charlie McMillan
8:10 – 9:05	Complete New Hire Forms	Human Resources Staff
8:10 – 9:05	Break	
9:05 – 10:05	Benefits Review	Benefits Staff
10:05 – 10:15	Break	
10:15 – 11:00	Information Security Briefing (Course 9369)	Narrated Presentation
11:00 – 11:10	Worker Safety & Security Teams	WSST Staff
11:10 – 11:30	“The Town That Never Was”	Cultural/Historical Video
11:30 – 11:40	Research Library	Library Staff
11:40 – 11:50	Wellness Center/Ergo	Wellness Staff
11:50 – 12:00	Los Alamos Postdoc Association (LAPA)	LAPA Committee
<b>12:00 – 1:00</b>	<b>Lunch</b>	
1:00 – 1:10	OMBUDS	OMBUDS Staff
1:10 – 1:20	Employee Assistance Program	EAP Staff
1:20 – 1:30	Harassment in the Workplace	Employee Relations Staff
1:30 – 1:40	Student Program Announcements	Student Program Staff
1:40	Foreign Nationals Drug Test <i>ID REQUIRED</i>	Personnel Security Staff
2:30 – 2:45	Foreign National Orientation (Return to Main Gate)	Immigration Services Staff
2:45	Foreign Nationals – Obtain Badge	Badge Office
2:00	<b>US Students</b> Drug Test – <i>ID REQUIRED</i>	Personnel Security Staff
	<b>US Students</b> After drug test – Obtain Badge	Badge Office
	After Badging	Call – Manager or Mentor
<i>General Employee Training</i>		

**(G.E.T) is mandatory for all new hires. The scheduled date, time, and location, for training will be located in your New Hire Orientation packet.**  
**Employees who have already taken GET do NOT need to attend.**  
Questions regarding GET training, please call the White Rock Training Center at 667-0059.