



New Hire Orientation Agenda*

Day 1 **Otowi - Casa Grande Drive**
 TA-03-261, Room F200W
 Main Gate Conference Room, Contact # 667-1555

Time	Event	Presented By
10:15 – 10:30	New Hire Orientation Check-In	
10:30 – 10:40	Welcome	Laboratory Management
10:40 – 11:00	Complete New Hire Forms	Pam Padilla/Valerie Maestas
11:00 – 11:30	Benefits Review/Wellness Center	Benefits Staff
11:30 – 12:00	Information Security Briefing (Course 9369)	Don Suzuki
12:00 – 1:00	Lunch	
1:00 – 1:20	Ethics and Compliance	Mike Sisneros/Roberto Rodas
1:20 – 1:30	OMBUDS	
1:30 – 1:40	Break	
1:40 – 1:50	Employee Assistance Program	EAP Staff
1:50 – 2:00	Harassment in the Workplace	Employee Relations Staff
2:00 – 3:15	Foreign National Orientation	Immigration Services Staff
2:00 – 4:00	Obtain a badge	Badge Office

Week 2 - General Employee Training

General Employee Training (GET) is mandatory for all new hires. Please reference the scheduled date, time, and location, in the new hire packet that you will receive on the first day of orientation. Employees, who have already taken GET, do NOT need to attend. (For directions contact your organization’s group administrator.)

*This agenda is applicable in the event of a delay due to inclement weather only.