

**EASTERN ILLINOIS UNIVERSITY
NEW EMPLOYEE ORIENTATION**

-I am eiu-

Thursday, June 5, 2008, 8:30 – 4:00
Booth Library Conference Room, 4440

AGENDA

Welcome and Overview of the Day Julie Benedict, Training & Development	8:30 a.m.
EIU Mission and focus Objective: We'll learn the mission of the University and the individuals responsible for business operations, academic functions, and student activity.	9:00 a.m.
How Do We Operate? Objective: We'll learn who the Board of Trustees & what they do, the meaning of IGP and UPG, guidelines for policies & procedures and information dissemination, and how to recycle. Julie Benedict, Training & Development Allen Rathe, Recycling	9:20 a.m.
Human Resources Overview Objective: We'll learn the policies associated with the university's provided insurance, the benefits offered from the university, and the retirement benefits Marla Belden and Linda Holloway, Benefits/Payroll	10:00 a.m.
LUNCH (Stevenson Dining Center)	11:00 a.m.
Campus Walking Tour Objective: We'll learn the building's name, departments, and services. Kimberlie Moock, Orientation	11:40 a.m.
Probation and Life After Objective: We'll learn the classification & examination specifications, interview procedures, about desk audits, and resources available for this information. Steve Lane, Classifications/Compensations Pene Schrock, Employment/Examinations	1:30 p.m.
Campus Technologies Objective: We'll learn what to do when we experience a computer problem, where to go if we need computer assistance, and how to secure computer and record information. Cheryl Crowdson Computer Usage Adam Dodge, ITS Information Security Cathy Kimball, Records Management,	2:00 p.m.
Insuring Your Success Objective: We'll learn about EIU's training opportunities, performance appraisals, and labor relations.	2:30 p.m.
Evaluation Objective: We'll provide EIU's Training & Development department valuable information about today's orientation.	3:30p.m.
Adjourn	4:00 p.m.