AGENDA

Welcome and Overview of the Day
  Julie Benedict, Training & Development

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.

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.
  Training & Development
  Recycling

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
  Benefits/Payroll

LUNCH (Residence Dining Center)  11:00 – 11:50

Campus Walking Tour  11:50 – 1:15
Objective: We’ll learn the building’s name, departments, and services.
  New Student Programs

Probation and Life After
Objective: We’ll learn the classification & examination specifications, interview procedures, about desk audits, and resources available for this information.
  Classifications/Compensations
  Employment/Examinations

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 private information.
  ITS and Record’s Management

Insuring Your Success
Objective: We’ll learn about EIU’s training opportunities, performance appraisals, and labor relations.

Evaluation
Objective: We’ll provide EIU’s Training & Development department with valuable information about today’s orientation.

Adjourn