

**EASTERN ILLINOIS UNIVERSITY
NEW EMPLOYEE ORIENTATION
What Makes EIU Different is You
University Union, Rathskeller Loft**

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