

# New Employee Orientation

**Welcome to UWF!**

## WE LOOK FORWARD TO MEETING AND GREETING OUR NEW EMPLOYEES

All new employees are strongly encouraged to attend one of New Employee Orientation sessions offered by Human Resources. New employees are given an overview of UWF history and culture along with an introduction to policies and procedures and an explanation of the various benefits available. Sessions are presented in the Building 20 West Training Room with the following agenda:

9:00 am — 9:10 am	Welcome & Introductions
9:10 am — 10:45 am	Employee Essentials, Outside Activities
10:45 am — 11:10 am	Division of Advancement
11:10 am — 12:00 pm	Lunch & Title IX/EO Overview
12:00 pm — 1:30 pm	Insurance Benefits
1:30 pm — 2:30 pm	Retirement Plans

Because lunch is served, please make reservations through MyUWF – Professional Development Learning Library or by contacting Adrian Rowley at 474-2604 or [arowley@uwf.edu](mailto:arowley@uwf.edu).

## 2024 NEW EMPLOYEE ORIENTATION DATES

Wednesday, January 10  
Wednesday, February 14  
Wednesday, March 20  
Wednesday, April 10  
Wednesday, May 15  
Wednesday, June 12  
Wednesday, July 10  
Wednesday, August 14  
Wednesday, Sept. 11  
Wednesday, October 9  
Wednesday, Nov. 13  
Wednesday, Dec. 11