

# 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 the Human Resources' New Employee Orientation sessions. 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:

8:30 am — 8:50 am	Welcome, Overview, We Are Argonauts
8:50 am — 9:05 am	Division of Advancement
9:05 am — 9:50am	Employee Essentials I
9:40 am — 9:50 am	Break
9:50 am — 10:30 am	Employee Essentials II
10:30 am — 10:45 am	Conflict of Interest/Outside Activities
10:45 am — 11:00 am	Break/Pictures
11:00am — 11:20 am	Title IX and Mandatory Trainings
11:20 am — 12:45 pm	Insurance Introduction
12: 45 pm — 12:55 pm	Break
12:55 pm — 2:00 pm	Retirement Plans

### Lunch (provided)

Because lunch is served, please make reservations through MyUWF – Training Reservation Desk or by contacting Mary Claridge at 474-2602 or [mclaridge@uwf.edu](mailto:mclaridge@uwf.edu).

## 2019 NEW EMPLOYEE ORIENTATION DATES

Tuesday, January 22  
Tuesday, February 19  
Thursday, March 21  
Tuesday, April 16  
Tuesday, May 21  
Tuesday, June 18  
Friday, July 19  
Tuesday, August 6  
Tuesday, August 20  
Tuesday Sept. 17  
Tuesday, October 15  
Tuesday, Nov. 19  
Tuesday, Dec. 17