



# NEW EMPLOYEE ORIENTATION

*2009  
New Employee  
Orientation Dates*

**Tuesday, January 6**  
**Thursday, February 12**  
**Thursday, March 12**  
**Thursday, April 23**  
**Tuesday, May 5**  
**Tuesday, June 2**  
**Tuesday, August 11**  
**Wednesday, August 26**  
**Wednesday, Sept 9**  
**Thursday, October 15**  
**Thursday, November 5**  
**Thursday, December 3**

## **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, an explanation of the various benefits available, and an introduction to the computer technology most employees work with daily in their jobs. Sessions are presented in the Building 20 West Training Room with the following agenda:

9:30 am – 10:30 am	UWF Foundation Introduction to UWF
10:30 am – 10:40 am	Break
10:40 am – 11:30 am	Introduction to Information Technology Services
11:30 am ~	Lunch (provided)
12:00 pm – 1:00 pm	Benefits Overview



Office of Human Resources

Building 20E  
Phone: 850.474.2694  
<http://uwf.edu/ohr/>

Because lunch is served, please make reservations by contacting Mable Wells at 474-2694 or [mwells@uwf.edu](mailto:mwells@uwf.edu).