

New Employee Orientation

Welcome to UWF!

WE LOOK FORWARD TO MEETING AND GREETING OUR NEW EMPLOYEES

You will complete New Employee Orientation (NEO) in **two parts**:

Part 1: All employees, with the exception of student employees, will enroll in and take the NEO Online Course (found in MyUWF via the [SCOOP](#) application). You will be able to view the sessions in the way that best fits your schedule, but it is mandatory to complete all of the modules within 30 days of your hire date.

Part 2: After completing NEO Part 1, visit the [Professional Development Learning Library](#) to register for an Enrollment Assistance session (NEO Part 2). This will consist of a brief, in-person demonstration, followed by a hands-on working session with assistance from Human Resources staff.

If you need further assistance with New Employee Orientation, please contact Human Resources at 850.474.2694 or hr@uwf.edu.

IMPORTANT: INSURANCE EFFECTIVE DATE

If you require health insurance to begin the first of the month following your employment date, Parts 1 and 2 of NEO must be completed within the calendar month of your hire date.