



University-Wide Orientation Agenda

Location: CREC Room 2265

- 8:00 – 8:15 **Registration, networking & refreshments**
- 8:15 – 8:30 **Welcome to Purdue University**
 - Welcome from University Senior Leader
 - Mission and History of Purdue
 - Organizational structure

- 8:30 – 9:00 **What it means to be a University Employee – Boilermakers All!**
 - Purdue culture and traditions
 - University Employee Standards of Conduct - Distribute staff handbook
 - Major University Resources
 - Who is who in HR
 - APSAC/CSSAC
 - Campus Map

- 9:00 – 9:20 **Computing and You @ Purdue**
- 9:20 – 9:30 **Break**
- 9:30 – 9:50 **Campus safety**
 - Police/Fire
 - Emergency Preparedness
 - Alcohol/Drug policies

- 9:50 – 11:10 **Benefits**
 - Benefits Enrollment
 - Medical/Rx/Vision
 - Tax-Favored Spending Accounts

- 11:10 – 11:20 **Break**
- 11:20 – 12:05 **Benefits (con't)**
 - Disability/Worker's Compensation
 - Retirement/Life Insurance
 - Voluntary Benefits
 - Purdue Employee Exclusives
 - What to Expect Next

- 12:05 – 12:35 **Lunch (Provided) *Please notify Teresa Rohler (41679) if the employee has dietary restrictions**
- 12:35 – 1:05 **Tour Recreational Sports Center (optional)**
 - Evaluation

- 1:05 – 2:15 **EA/EO Briefing**

- 2:15 **Return to department for new hire paperwork/department orientation**