



## 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**