



New Employee Orientation Schedule

Day 1

PFSB Room 1179

Time	Topic	Who
8:30-9:00 a.m.	Welcome, New Hire Checklist & I-9 Appts, assist new employees with computer credentials	Brandi Jittjumnongk, Talent Development and Acquisition Manager Payroll Department
9:00-9:10 a.m.	Getting to Know You	Brandi Jittjumnongk, Talent Development and Acquisition Manager
9:10-10:00 a.m.	Human Resources <ul style="list-style-type: none">• Meet your HR team• Introduce New at Purdue program• Overview of Benefits• Healthy Boiler (handouts)• Performance Management• Intro to SuccessFactors	Kristina Lane, Human Resources
10:00-10:10 a.m.	Break	
10:10-10:45 a.m.	Purdue Parking Guest Speaker	Purdue Parking Services
10:45-10:50 a.m.	Break	
10:50-11:45 a.m.	Introduction to Purdue University and Administrative Operations Culture <ul style="list-style-type: none">• University Profile• Organizational Structure• AO's purpose, principles, and values.• Employee handbook• Review contents in welcome packet• AO Goals• Recognition at AO/Purdue• Intranet introduction• Referral program	Brandi Jittjumnongk, Talent Development and Acquisition Manager
11:45 am - 12:15 p.m.	Lunch-Boxed lunch provided to each new employee	

12:15-1:00 p.m.	Administrative Overview <ul style="list-style-type: none"> Quick Reference Guide on accessing SuccessFactors and how to locate pay summary. Review pay schedule and when employee will receive first paycheck Ways to get involved Required training 1:1 assistance with login Login to New at Purdue 	Brandi Jittjumnongk, Talent Development and Acquisition Manager
12:50-1:00 p.m.	<i>Break</i>	
1:00-2:00 p.m.	Safety Introduction/Training <ul style="list-style-type: none"> Safety culture Safety expectations SLAM-Hazard identification-course Situational Awareness-course Asbestos Awareness-overview Material Handling-course 	Jennifer Kraus, Environmental Health & Safety Nicole Moss, Occupational Safety Specialist
2:00-2:15 p.m.	<i>Break/Evaluation</i>	
2:15-3:00 p.m.	Safety Training <ul style="list-style-type: none"> Blood Borne Pathogens-course All Hazards-course 	Jennifer Kraus, Environmental Health & Safety
3:00-3:15 p.m.	Question/Closing Comments	Brandi Jittjumnongk, Talent Development and Acquisition Manager Jennifer Kraus, Environmental Health & Safety

New Employee Orientation Schedule

Day 2

PFSB Room 1179

The second day of training is intended for Operations and Maintenance employees. It is recommended that either the supervisor or team member meet the new employee after training. If your new employee requires additional safety training, please contact Jennifer Kraus at jakraus@purdue.edu

Time	Topic	Who
8:30-9:30 a.m.	Control of Hazardous Energy (LOTO)	Jennifer Kraus, Environmental Health & Safety
9:30-10:30 a.m.	Electrical Safe Work Practices (ESWP)	Jennifer Kraus, Environmental Health & Safety