

2015 Weekly New Hire Orientation Schedule/Agenda

Schedule

Date	Location
May 4, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
May 11, 2015	AS5.2072 Conf Room (ASC 5 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
May 18, 2015	Amphitheater I, Room# S2-102 UMass Medical School, 55 Lake Avenue North, Worcester
May 26, 2015 (<i>Tuesday</i>)	S6-102 Amphitheater III (School 6 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
June 1, 2015	Amphitheater II, Room# S4-102 UMass Medical School, 55 Lake Avenue North, Worcester
June 8, 2015	Amphitheater I, Room# S2-102 UMass Medical School, 55 Lake Avenue North, Worcester
June 15, 2015	Amphitheater III, Room# S6-102 UMass Medical School, 55 Lake Avenue North, Worcester
June 22, 2015	Amphitheater I, Room# S2-102 UMass Medical School, 55 Lake Avenue North, Worcester
June 29, 2015	Lazare Auditorium, Room# S1-607 UMass Medical School, 55 Lake Avenue North, Worcester
July 6, 2015	Amphitheater I, Room# S2-102 UMass Medical School, 55 Lake Avenue North, Worcester
July 13, 2015	Hiatt Auditorium UMass Medical School, 55 Lake Avenue North, Worcester
July 20, 2015	Amphitheater I, Room# S2-102 UMass Medical School, 55 Lake Avenue North, Worcester
July 27, 2015	Amphitheater I, Room# S2-102 UMass Medical School, 55 Lake Avenue North, Worcester
August 3, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
August 10 th	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
August 17, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
August 24, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester

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August 31, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
September 8, 2015	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
September 14, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
September 21, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
September 28, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
October 5 th	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
October 13, 2015 (Tuesday)	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
October 19, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
October 26, 2015	Hiatt Auditorium UMass Medical School, 55 Lake Avenue North, Worcester
November 2, 2015	AS7.2072 Conf Room (ASC 7 th floor) UMass Medical School, 55 Lake Avenue North, Worcester
November 9, 2015	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
November 16, 2015	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
November 23, 2015	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
November 30, 2015	Hiatt Auditorium UMass Medical School, 55 Lake Avenue North, Worcester
December 7, 2015	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
December 14, 2015	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
December 21, 2015	S2-102 Amphitheater I (School 2 nd floor) UMass Medical School, 55 Lake Avenue North, Worcester
December 28, 2015	Hiatt Auditorium UMass Medical School, 55 Lake Avenue North, Worcester

2015 Weekly New Hire Orientation Schedule/Agenda

Agenda

Paid Orientation Schedule

Current 5/8/2015

Order	Time	Segment	Facilitator	Notes
1	8:30-8:40	Welcome / Chancellor's Video	Annie DM / Lopa D	<ul style="list-style-type: none"> Display an agenda slide to set expectations about the day Share agenda (no times) Explain SHARE, Lab Safety Non-benefits, half day Bathrooms, emergency exits CWM staff (for bi-weekly follow on Orientation at SS)
2	8:40-9:15	New Hire Paperwork	Joanne M / Gail B / Jane T	HR Service Center will bring: <ul style="list-style-type: none"> Folder with intake paperwork (including parking form) Clip with Benefits paperwork
3	9:15-9:20	Employee Assistance Program Video	Annie DM / Lopa D	<ul style="list-style-type: none"> Tom H/Valerie W until video is complete
4	9:25-10:00	Tour & Parking	Annie DM / Lopa D	<ul style="list-style-type: none"> Display slide with parking form and ticket for validation - remind to bring on tour Start at Parking Office (ID photos/ticket validation) Proceed to include: Tower elevators to 3, Fitness Center, iCELS, Learning Communities, Amp Balcony, Cube, bridge, Green, lobbies, Library, Credit Union/ATM, DIO, Chancellor's Suite, IT Help Desk, Bookstore, ASC Café, ATM
5	10:00-10:10	Active Shooter	Annie DM / Lopa D	
6	10:10-11:20	Mission & Culture / Employee Guide / Professionalism	Annie DM / Lopa D	<ul style="list-style-type: none"> Will include IT and DIO videos At conclusion <ul style="list-style-type: none"> Direct non-benefitted employees to report to work Unless, they need EH&S <ul style="list-style-type: none"> Either return for 1:15 Or, EH&S will contact you
7	11:20-11:30	Break	NA	<ul style="list-style-type: none"> Facilitator picks up completed ID badges/parking tags (or during Benefits)
8	11:30-12:30	Benefits Overview	Katie T / Pat H / Egle S	<ul style="list-style-type: none"> Staff arrive with printed paperwork Give employees p-work to complete or take home Prior to breaking for lunch, facilitator distributes ID badges and parking tags
9	12:30-1:00	Lunch	Annie DM / Lopa D	<ul style="list-style-type: none"> Eat lunch as a group, for those who wish
10	1:00-1:15	SHARE	Jana H	<ul style="list-style-type: none"> Applies only to benefitted employees Allotted 15 minutes for introductions, contact information exchange, sign card

8/18/2015

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11	1:15-2:15	Lab Safety	EH&S Staff (Joanne Ranslow)	<ul style="list-style-type: none">• Facilitator can hold in same room• HR can forward names on off weeks• Instructor-led session occurs same week as CWM orientation
12	1:15-2:00, 2:00-3:00	CWM Employees Travel to South Street / Attend CWM Orientation	Annie DM / Lopa D	<ul style="list-style-type: none">• Facilitator will pause for any CWM employee who may also be a SHARE member• Occurs same week as Lab Safety instructor-led session