



# GENERAL NEW EMPLOYEE ORIENTATION



<i>Date</i>	<i>Day of Week</i>	<i>Location</i>
September 1, 2011	Thursday	3100 Main, 3rd Floor HR Training Rm. (3A11)
September 16, 2011	Friday	3100 Main, 3rd Floor HR Training Rm. (3A11)
October 3, 2011	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
October 17, 2011	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
November 1, 2011	Tuesday	3100 Main, 3rd Floor HR Training Rm. (3A11)
November 16, 2011	Wednesday	3100 Main, 3rd Floor HR Training Rm. (3A11)
<b>January 2, 2012</b>	<b>Monday</b>	3100 Main, 3rd Floor HR Training Rm. (3A11)
January 17, 2012	Tuesday	3100 Main, 3rd Floor HR Training Rm. (3A11)
February 1, 2012	Wednesday	3100 Main, 3rd Floor HR Training Rm. (3A11)
February 16, 2012	Thursday	3100 Main, 3rd Floor HR Training Rm. (3A11)
March 1, 2012	Thursday	3100 Main, 3rd Floor HR Training Rm. (3A11)
March 19, 2012	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
April 2, 2012	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
April 16, 2012	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
May 1, 2012	Tuesday	3100 Main, 3rd Floor HR Training Rm. (3A11)
May 16, 2012	Wednesday	3100 Main, 3rd Floor HR Training Rm. (3A11)
June 1, 2012	Friday	3100 Main, 3rd Floor HR Training Rm. (3A11)
June 18, 2012	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
July 2, 2012	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
July 16, 2012	Monday	3100 Main, 3rd Floor HR Training Rm. (3A11)
August 1, 2012	Wednesday	3100 Main, 3rd Floor HR Training Rm. (3A11)
August 16, 2012	Thursday	3100 Main, 3rd Floor HR Training Rm. (3A11)

<b>TIME</b>	<b>TOPIC</b>	<b>PRESENTERS</b>
8:00 - 8:15	Welcome & Introductions	ELOD
8:15 - 8:40	Employment paperwork	ELOD, Payroll, Records & Employment
8:40 - 10:00	Who We Are & Employee Topics	ELOD
10:00 - 10:10	<b>Break</b>	
10:10 - 11:30	EEO/Sexual Harassment Overview	Office of Institutional Equity
11:30 - 12:30	Lunch & HCC Showcase	Culinary Arts & Showcase participants
12:30 - 1:20	Risk Management & Safety	Risk Management & Safety
1:20 - 1:30	<b>Break</b>	
1:30 - 5:00	Overview of Your Benefits	Benefits Department

The HR/Employment will schedule new hire for GNEO at the time of hiring.  
**GNEO is sponsored by: HR/ELOD ▪ 713.718.8614 ▪ ELOD@hccs.edu**