



AGENDA
Human Resources

Huskies New Employee Orientation

Wadsworth Hall - Cherry Room

8:00* – 9:00 am	Employment paperwork (I-9, etc.) & Sign In (*Arrival time is the time in your email) (Light refreshments available)
9:00 – 9:05 am	Welcome, Introductions, and our University's Vision
9:05 – 9:10 am	President Koubek's Welcome
9:10 – 9:25 am	Prevention of Harassment/ Discrimination - Institutional Equity
9:25 – 9:40 am	Employment at Michigan Tech - Human Resources
9:40 – 10:25 am	Benefits/ Wellness at Michigan Tech - Human Resources
10:25 – 10:30 am	<i>Break and take a moment to make a new acquaintance!</i>
10:30 – 11:00 am	Data Security Training - InformationTechnology
11:00 – 11:30 am	Commit to be HuskiesFit - Michigan Tech Recreation
11:30 – 12:30 pm	Lunch – sponsored by Dining Services
12:30 – 12:45 pm	Safety on Campus Starts with YOU! - Public Safety and Police Services
12:45 – 1:25 pm	Safety Training - Environmental Health and Safety
1:25 – 1:50 pm	Traditions at Michigan Tech - Student Activities
1:50 - 2:10 pm	Lean at Michigan Tech - Continuous Improvement
2:15 pm	Attendees can obtain I.D. card and parking permit. <i>When at the IT Help Desk, this is an optimal time to make your password</i>