

## **ORIENTATION PROGRAM**

During the first few days of employment, you will participate in an orientation program conducted by Human Resources and various members of your department, and your supervisor. During this program, you will receive important information regarding the performance requirements of your position, basic University policies, affirmative action plans, your compensation, and benefit programs, plus other information necessary to acquaint you with your job and the University. You will also be asked to complete all necessary paperwork at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms.

Please use this orientation program to familiarize yourself with the University and our policies and benefits. We encourage you to ask questions during this program so that you will understand all the guidelines that affect and govern your employment relationship with us.