



SUNY Upstate Medical University

New Employee Orientation (NEO) Agenda

Day Two – Friday AM

7:00-8:00	Benefits Sign-On	Human Resources Jacobsen Hall, Room 205
8:00-8:10	Welcome/Agenda Highlights	Holly Haines McCurdy/ Renae Rokicki Organizational Training & Dev.
8:10-8:30	Your Right To Know Information	Claude Thauvette Env. Health & Safety
8:30-9:00	IMT	Shawn O'Reilly
9:00-9:15	Recreation Facilities Overview	Chuck Simpson Student Affairs-Student Union
9:15-9:30	BREAK	
9:30-10:15	Affirmative Action: Diversity Awareness & Sexual Harassment Prevention	Edgar Johnson/Mary Meier
10:15-10:30	Human Resources	Eric Frost Associate Vice President Human Resources
10:30-10:50	Personal Styles	Holly Haines McCurdy/ Renae Rokicki Organizational Training & Dev.
10:50-11:00	Closure Exercise You're in the, "home stretch!"	Holly Haines McCurdy/ Renae Rokicki Organizational Training & Dev.
11:15-12:00	UUP, PEF, CSEA, RF	Lunch
12:00-3:35	CHOP – CAB East Lounge	Cherie Nash Nursing Recruitment



SUNY Upstate Medical University New Employee Orientation (NEO) Agenda Day Two – Friday AM

NEW EMPLOYEE ACKNOWLEDGEMENT OF DAY TWO ORIENTATION ATTENDANCE

My signature here shall confirm that I have attended all NEO presentations listed on this agenda and received the Safety Report 2006-2007 booklet. I take responsibility for contacting my supervisor if I have any questions on any of the material presented today.

ORIENTATION DATE: _____

NAME (PLEASE PRINT): _____

TITLE: _____

EMPLOYEE ID#: _____

UNIT/DEPARTMENT: _____

SIGNATURE: _____