Saint Joseph’s University New Hire Orientation

9:00 AM  Welcome
- Obtain Campus Identification
- Complete essential paperwork for payroll processing

9:45 AM  Review Key Policies
- Policy Prohibiting Discrimination, Harassment, and Retaliation
- Sexual Offense Policy
- Drug and Alcohol Policy

10:15 AM  Office of Information Technology
- Provide information on how to safely use your email accounts as well as tips on data security on your computer.

10:30 AM  Office of Public Safety Emergency Preparedness Awareness Training
- Designed to help you cope with an emergency situation and protect yourself and your colleagues should the region experience an incident

11:00 AM  Review of Employee Benefit Information (Full-time only)
- Review benefit highlights and obtain materials detailing the individual plans offered

11:45 AM  Lunch with Home Department Representative(s)
A member of the home department will meet you in Human Resources

1:00 PM  Information Technology: Network Services (If applicable)
- Receive network username and password
- Basic overview of the network, TheNest, and its related services
- IT policies and procedures
- Location: Information Technology Training Facility- Science Center 129

2:30 PM  Information Technology: Banner Information System (If applicable)
- Overview of the Banner software including system navigation
- This session is targeted for new hires with Banner responsibilities
- Location: Information Technology Training Facility- Science Center 129

3:45 PM  Return to Home Department

Comprehensive Employee Orientation Program Information

Within the first 3 months of employment, all new hires will be invited to a comprehensive Employee Orientation program (date to be announced). Facilitators will include representatives from the Office of Mission and Office of Student Life.

Watch for your invitation!

The Office of Human Resources is located at 215 West City Avenue, near the corner of 54th Street and City Avenue. The Mandeville Parking lot is located directly across the street from our office. If you decide to park in this lot, please inform the Gate Attendant that you are attending orientation and they will give you a temporary parking pass.