



New Employee Orientation

Orientation for New Employees is held every other month on the even-numbered months. New employees must attend the first orientation session after their employment begins. Employees are allowed time during their lunch break to obtain their ID card and have their file photograph taken. The orientation session agenda is provided below.

All sessions will be held in Efferson Hall Room 214.

9:00 – 10:15	<i>Employee Benefits¹</i> <i>Human Resource Management (HRM)</i> <i>Katie Hay, HR Analyst</i> <i>Kristen Manes, HR Analyst</i>
10:15 – 11:00	<i>Overview of the AgCenter</i> <i>Organization Development and Evaluation</i> <i>Lisa Arcemont, Instructor</i>
11:00 – 11:30	<i>General Procedures, Human Resource Management (HRM)</i> <i>Sharon Salzer, Assistant Director</i>
11:30 – 11:45	<i>Portraits² - 128 Knapp Hall</i> <i>John Wozniak, Project Leader</i>
11:45 – 1:00	<i>Lunch (on your own) and obtain ID's³ - LSU Union</i>
1:00 – 1:45	<i>Policies & Procedures, Accounting Services</i> <i>Jennifer Girod, Manager & Rebecca Hebert, Manager</i>
1:45 – 2:30	<i>Computer Training, Information Technology</i> <i>Tanya Ruffin, IT Coordinator</i>
2:30 – 2:50	<i>Reception</i>
2:50 – 3:30	<i>Policies , Human Resource Management (HRM)</i> <i>Torii Freeman, Director</i>

¹All new employees are encouraged to make an individual appointment with Katie Hay, Kathy Loyd, or Kristen Manes (225/578-2258) in the HRM Office for an explanation of the benefits program and assistance with completing employment forms. Employees who are not located in Baton Rouge or the surrounding areas may set up a phone appointment with a benefits representative, rather than attend the individual meeting in person. The employee should schedule this phone meeting in advance and allow for a time slot of one and a half to two hours for the session to be completed. Employees who meet individually need not attend the first session of orientation, "HRM-Employee Benefits" (9:00-10:15). ²Mr. John Wozniak will meet new employees at 128 Knapp Hall, where portraits will be taken for use in press releases, the internet directory, and related purposes. Employees are required to have their portrait taken. ³Lunch is "on your own." There are plenty of choices in the LSU Union. During the lunch period, remember to reserve time to have your ID made. You will need an authorization letter (provided in your orientation folder) and a picture ID. The attire recommended for orientation is business casual (We do recommend that employees wear comfortable walking shoes).

Should you need an ADA accommodation, please contact Kathy Loyd at (225) 578-8229 or via email at kloyd@agcenter.lsu.edu at least two weeks prior to the orientation date you plan to attend.



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ORIENTATION REGISTRATION

There are two options for registering: 1). Complete the form under Option 1 and fax or mail it to the address shown below; or 2). Email the information to the address listed under Option 2.

Option 1: Complete the information requested below and fax or mail this form to:

LSU AgCenter
 Human Resource Management
 Attn: Katie Hay
 103 J. Norman Efferson Hall
 Baton Rouge, LA 70803
 Fax #: (225) 578-8284

Name	LSU ID# - (To be completed by HRM)
Unit	Title
Date of Orientation You Will Attend:	Your Date of Hire:
Please Check One: <input type="checkbox"/> I will attend all sessions of orientation beginning at 9:00am. <input type="checkbox"/> I will schedule a separate appointment for an explanation of the benefits and will begin monthly orientation at 10:15am. <i>All other sessions are mandatory.</i>	

Option 2: Send the above information by e-mail to the address below. It is not necessary to send this form, however be sure to include the following in the message: employee name, unit, job title, date of orientation that you will attend, hire date, and indicate whether you will be attending the Employee Benefits session or scheduling a individual appointment: khay@agcenter.lsu.edu

Explanation: An Orientation for new employees is held every other month on the even-numbered months. New employees must attend the first orientation session which occurs after their employment begins. The following are orientation dates through the end of 2013.

Tuesday, February 19, 2013	Room 214 Efferson Hall
Tuesday, April 9, 2013	Room 214 Efferson Hall
Tuesday, June 11, 2013	Room 214 Efferson Hall
Tuesday, August 13, 2013	Room 214 Efferson Hall
Tuesday, October 8, 2013	Room 214 Efferson Hall
Tuesday, December 10, 2013	Room 214 Efferson Hall

If you need a special accommodation for your participation in the meeting, contact Kathy Loyd at (225) 578-8229, at least two weeks prior to the orientation date you plan to attend.