

New Employee Orientation Schedule

Orientation & Conference Schedule for _____ ID# _____ A _____

Start Date	End Date	Department	Course
------------	----------	------------	--------

Your office is located: _____ Your Telephone Ext.: _____

Your Supervisor is: _____ Supervisor's Title: _____

Supervisor: It is vital to the contacts already checked below, check the contacts with whom you would like for the employee to meet. Return completed and signed form to the Office of Human Resources.

In order to provide knowledge of the institution and personally introduce college department contacts, the departments checked below are key to your position. It is expected that you will initiate contact and arrange times and dates to meet with those indicated during your first two weeks of employment. The contact listed may schedule the meeting with a different department representative or refer you to others after the initial conference. After completing the conference, note the completed date on the form. After all conferences are completed, return the form to your immediate supervisor who will sign and forward it to the Office of Human Resources. It is expected that all new employees will meet with the President and those marked with an "X" below.

Date & Time of Appointment	Department	Title	Name	Location	Phone (in box, after introduction)	Completed Day
☒	Office of the President	President	Dr. Janet Smith	Pres. Administration	(812) 540-2500	
☒	Office of the Executive VP & Provost	Executive VP & Provost	Dr. Margaret Smith	Pres. Administration	(812) 540-2507	
☒	Financial & Administrative Services	Vice President	Ken Roman	Pres. Administration	(812) 540-2503	
☐	Business Services	Associate VP	Steve Curtis	Pres. Administration	(812) 540-2504	
☒	Public Relations & Marketing	Director	Kim Spear-Boyd	Pres. Administration	(812) 540-2505	
☐	Human Resources	Director	Christie Miller	Pres. Administration	(812) 540-2501	
☐	Admissions	Executive Assistant	Melony Jay	Pres. Administration	(812) 540-2507	
☒	Information Technology	Associate VP	Dr. Emily Sciencio	Library Basement	(317) 930-1704	
☐	Institutional Effectiveness & Planning	Director	Tammy Roman	West	(812) 540-2607	
☐	Access & Diversity	Executive Assistant	Dr. Orissa Martin	West	(812) 540-2544	
☐	Faculty, Curriculum & Programs	Associate VP	Jeff Lang	West	(812) 540-2502	