**NEW HIRE ORIENTATION**

Beginning January 2022

**Day 1**: **In-Person** *\*See also page 2*

(Wednesday following BOE meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time (am)** | **Time (pm)** | **Activity** | **Facilitator** |
| 8:00am | 12:00pm | Welcome, Introductions, District History  (form cohorts) | Sherrie Piedimonte |
| 8:30am | 12:30pm | Benefits, Payroll, KPERS, EAP | Crystal Primers / Stephanie Faris |
| 9:15am | 1:15pm | Systems Training (CIS, Talent Ed, Frontline, Employee Online, Canvas) | HR and Instructional Tech Staff |
| 10:30am | 2:30pm | Break |  |
| 10:45am | 2:45pm | Employee Handbook | Sherrie Piedimonte |
| 11:30am | 3:30pm | Dismissal |  |

**\*\*Note: See specific schedule on page 2**

**Operational Staff will report at 8:00am**

**Instructional Staff will report at noon**

**Day 2**: **Zoom**

(Thursday following BOE meeting)

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Facilitator** |
| 9:00am | Welcome and Review | Sherrie Piedimonte |
| 9:30am | Mandatory Training – Bundle 1 | Sherrie Piedimonte |
| 10:45am | Break |  |
| 11:00am | Mandatory Training – Bundle 2 | Sherrie Piedimonte |
| 12:15pm | DEI | Zak Akagi-Bustin |
| 1:00 pm | Dismissal |  |

**Day 3**: **Zoom**

(Friday following BOE meeting)

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Facilitator** |
| 9:00am | Trauma Sensitive and Resilience Training | Brittany Talley / Sherrie Piedimonte |
| 12:00am | Dismissal |  |

**\* Wednesday Orientation System Trainings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time (am)** | **Time (pm)** | **Activity** | **Facilitator** |
| 8:30am | 12:30pm | CIS | Otherine Bembry |
| 9:00am | 1:00pm | Frontline (absence management) | Presley Schumacher |
| 9:30am | 1:30pm | Talent Ed | DeAndre Tuggle |
| 10:00am | 2:00pm | Clever/Canvas | TBD |

**Dates of Wednesday Orientation and Room Locations**

|  |  |  |
| --- | --- | --- |
| **Date** | **Morning Room** | **Afternoon Room** |
| Jan 12 | 268 | 333 |
| Jan 26 | 268 | 333 |
| Feb 9 | 268 | 333 |
| Feb 23 | 268 | 333 |
| Mar 9 | 268 | 333 |
| Mar 23 | 268 | 333 |
| Apr 13 | 268 | 333 |
| Apr 27 | 268 | 333 |
| May 11 | 268 | 333 |
| May 25 | 268 | 268 |
| June 15 | 268 | 268 |
| June 29 | 268 | 268 |
| July 20 | 268 | 268 |