

New Employee Orientation

Each Seton Hall University employees play an important role in preparing students to meet the University's goals of excellence. Employees provide valuable services affecting the lives of countless students. Each employee needs to know how his/her job fits into the University's total strategic plan and vision. Since most new employees have similar questions, Seton Hall University provides new employees with a required orientation program, as well as written materials, to help them better understand Seton Hall University's expectations.

As part of that orientation, individuals will become familiar with important employment policies, programs and benefits.

Dates of required training will be noted in each new employee's written offer letter. For further details, please contact Diane Russo (x9606), Manager, Training and Organizational Development or Brenda Polanco, Employment Specialist (x9178).

<u>Date:</u>	<u>Time:</u>	<u>Location:</u>
Tuesday, 1/22/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 2/19/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 3/19/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 4/16/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 5/14/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 6/18/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 7/16/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 8/20/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 9/17/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 10/15/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 11/19/19	8:45 am – 3:30 pm	Dept of HR Training Room
Tuesday, 12/17/19	8:45 am – 3:30 pm	Dept of HR Training Room

