

## New Employee Orientation

Each Seton Hall University employee plays 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 Stephanie Macias-Arlington (x9606), Manager, Training and Organizational Development or Victoria Gomez, Senior Employment Specialist (x9178).

<u>Date:</u>	<u>Time:</u>	<u>Location:</u>
Tuesday, 1/16/24	8:45 am – 4:45 pm	HR Training Room, Martin House
Monday, 2/19/24	8:45 am – 4:45 pm	Meeting Room, University Center
Monday, 3/18/24	8:45 am – 4:45 pm	Beck Rooms, University Library
Monday, 4/15/24	8:45 am – 4:45 pm	Meeting Room, University Center
Monday, 5/20/24	8:45 am – 4:45 pm	Meeting Room, University Center
Monday, 6/17/24	8:45 am – 4:45 pm	Regent's Suite, President's Hall
Monday, 7/15/24	8:45 am – 4:45 pm	Regent's Suite, President's Hall
Monday, 8/19/24	8:45 am – 4:45 pm	Regent's Suite, President's Hall
Monday, 9/16/24	8:45 am – 4:45 pm	Regent's Suite, President's Hall
Monday, 10/21/24	8:45 am – 4:45 pm	Regent's Suite, President's Hall
Monday, 11/18/24	8:45 am – 4:45 pm	Regent's Suite, President's Hall
Monday, 12/16/24	8:45 am – 4:45 pm	Regent's Suite, President's Hall

