

**New Employee Orientation
Ferris State University
Human Resources**

- 8:00 – 8:30 am Introductions
- Begin the Required Forms
 Facilitator: HRD / Staff member
 I-9, Tax forms, Profile, etc.
- 8:30 – 9:45 am Beginning Lotus Notes & MyFSU Training
 Presenter: TAC
- 9:45 – 10:15 am University Photograph
- Completion of Required Forms
- 10:30 – 11:00 am Affirmative Action Presentation on Harassment/Sensitivity
 Presenter: Michelle Balliet, Michelle Perkins, or Jennifer Wallace
- 11:00 – 11:30 am Safety Training
 Presenter: Mike McKay
- 11:30 – 12:15pm Active Shooter Response, Prevention, and Personal Preparedness
 Presenter: Public Safety
- 12:15 – 12:30pm Power Point Program on FSU Mission, Admin. Structure. History etc.
- 12:30 – 1:00 pm Campus Tour (optional)
- 1:00 – 1:30 pm Break for Lunch
- 1:30 pm Benefit Orientation for full time employees only
 Presenters: Holly Williams or Laurie Noell