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