



# FERRIS STATE UNIVERSITY

HUMAN RESOURCES

## **New Employee Orientation (NEO) Agenda**

Staff Training & Development Center

410 Oak Street

Big Rapids, MI 49307

Alumni Building Room 121

|         |   |
|---------|---|
| 8:30am  | Complete paperwork (if necessary)   |
| 9:15am  | Orientation begins<br>University Policies<br>Ferris State University Overview<br>University Photo       |
| 9:50am  | Ice Breaker   |
| 10:00am | Office of Equal Opportunity: Anti-Harassment/Non-Discrimination Policy Seminar                          |
| 11:00am | Department of Public Safety, Active Shooter Training<br>Facilitator: DPS Representative                 |
| 12:00pm | Lunch at the University Center  |
| 1:15pm  | Getting Around Campus<br>Email and MyFSU<br>Facilitator: Phyllis Sherman, ITS Service Desk Specialist I |
| 2:00pm  | Safety Training: Mike McKay, Director of Safety, Health, Environmental & Risk Management                |
| 3:00pm  | Training & Professional Development Resources Overview<br>NEO Evaluation & Acknowledgement              |
| 3:45pm  | Benefits Orientation, if applicable   |

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