Human Resources New Employee Orientation 2016

We are pleased to invite you to attend Western’s general all-staff new employee orientation (NEO), which is available to all new employees. We want you to be well informed as you join the Western community. Some of these new hire activities are required, and others are optional, as detailed below.

It is required that all new faculty participate in the following:
1. During the first week of employment, complete the required 40 minute online training Haven for Employees: Understanding and Preventing Sexual Violence. This training provides important information about how to support survivors, as well the Title IX rights and responsibilities of faculty, staff, and students.
2. Register online to attend a session of the required Sexual Harassment Prevention Training. This must be done within the first six months of employment, and we encourage employees to complete this requirement as soon as possible.

It is recommended that all new faculty participate in the following:
1. Reserve September 20, 2016 to attend the Faculty New Employee Orientation, a 2-hour discussion aimed at introducing faculty to resources and key personnel, such as:
   - A welcome from Chyerl Wolfe-Lee, the Assistant Vice President of Human Resources
   - An introduction to our values around collaboration, equity and inclusion
   - An introduction to professional development resources specifically tailored for faculty needs
   - And a Benefits Q&A

   Contact HR reception (360) 650-3774 or HR@wwu.edu to register.

2. On your first day of employment, watch Western’s 90-minute set of New Employee Information Videos, which address campus emergency preparedness, policy, and benefits information. (Benefits information does not apply to all.)
3. Contact HR to schedule an individualized benefits consultation as needed at (360) 650-6841 or Jocylynn.Kelley@wwu.edu.
4. Consider attending at least one of the bi-annual New Employee Networking Events. HR will send out invitations.
Again, welcome to Western. Please feel free to call HR with any questions or concerns. We are all here to support your success!