HR Rep onboarding training

## Agenda

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|  | **Time** | **Topic** | **Location** |
| Monday | 8:30-12:30 | New Employee Orientation  (New employees only) | *(According to letter received)* |
|  | 1:30-5:00 |  | Employee’s worksite |
|  |  |  |  |
| **Day 1**  (Tuesday) | 8:30-8:45 | *POLICY PART I Welcome and HR at UNC* Overview | Attached PowerPoint presentation |
|  | 8:45-10:35  (includes 5 min. break) | *Classification & Compensation* |  |
|  | 10:35-12:35  (includes 10 min. break) | *Employment & Staffing* |  |
|  | 12:35-1:35 | LUNCH (on your own) |  |
|  | 1:35-5:00 | *Begins ConnectCarolina Actions for HR Representatives System Training – Computer Based Trainings* | Remotely |
|  |  |  |  |
| **Day 2**  (Wednesday) | 8:30-5:00  (includes lunch and breaks) | *ConnectCarolina Actions for HR Representatives System Training – Computer Based Trainings continue* | Remotely |
|  |  |  |  |
| **Day 3**  (Thursday) | 8:30-5:00  (includes lunch and breaks) | *ConnectCarolina Actions for HR Representatives System Training* | Remotely |
|  |  |  |  |
| **1 Month**  (Wed. or Thur.) | 8:30-9:15 | *POLICY PART II Equal Opportunity & Compliance* | Remotely |
|  | 9:15-9:20 | Break |  |
|  | 9:20-10:50 | *Employee & Management Relation* |  |
|  | 10:50-11:00 | Break |  |
|  | 11:00-12:30 | *Benefits* |  |
|  |  |  |  |
| **4 Month** | TBD by Facilitator | *ConnectCarolina Advanced Systems Training* | Remotely |

(*Dates, times and locations may be subject to changes)* *lrg/ 6.1.18/ 12.5.18/ 2.28.19/1.17.20/3.31.21/11.16.21*