

UPTOWN NEW HIRE ORIENTATION

Listed below are the dates of New Hire Orientation through December 20, 2005. Please refer to this listing when a new employee comes aboard. It is imperative that they attend Orientation within their first month of employment so that benefits and policies can be explained to them. If they do not attend within this period, employees may not be able to select the benefit plan they may desire. As supervisors, it is extremely important that you make sure that new hires attend Orientation. Human Resources will personally invite new employees to these orientations by mail or fax. Please advise your employees that the University mandates Orientation for all new benefited employees. If you should have any questions, please call Human Resources at 865-5280.

January 4, 2005
January 18, 2005
February 1, 2005
February 22, 2005
March 8, 2005
March 22, 2005
April 5, 2005
April 19, 2005 (Diboll Conference Facility)
May 3, 2005
May 17, 2005
May 31, 2005
June 14, 2005
June 28, 2005
July 12, 2005
July 26, 2005
August 9, 2005
August 23, 2004
September 6, 2005
September 20, 2005
October 4, 2005
October 18, 2005
November 1, 2005
November 15, 2005
November 29, 2005
December 13, 2005
December 20, 2005

**ALL NEW HIRE ORIENTATIONS ARE HELD TUESDAYS
IN THE FAVROT ROOM IN MCALISTER FROM 9:00 A.M.
TO 12:30 NOON**