

New Hire Orientation Agenda

Agenda

Day: 1 Location: Human Resources	
8:45AM	New Employee Reports to Human Resources Complete I-9's
9:00AM	New Employee Introductions Review Orientation Agenda & Folder Inclusions
9:15AM	NRECA Overview Your Employee Benefits
10:00AM	Service Excellence and Engagement Committees
10:15AM	Break
10:30AM	IT Overview
11:30AM	Building Tour
11:50AM	Wrap-up
12:00PM	Lunch with Manager (employee picks up laptop after lunch)

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Day: 2 Location: Your Department	
With Your Manager	Review Job Description Performance Management Overview Meet Your Team/Department Org Chart NRECA Leadership & Strategic Priorities Department Priorities/Goals Review NRECA/Department Policies

Day: 3 Location: Human Resources	
2:00PM	Strategic Sourcing & Procurement (SSP) Presentation
2:15PM	Branding Guidelines & NRECANow Presentation
2:45 PM	Systems Demonstration <ul style="list-style-type: none"> • NRECA Now • Oracle Employee Self Service • ADP Employee Self Service • Cornerstone – Learning Management Performance Management • NRECA Recognition Program • Cooperative.com • Health Equity
3:30 PM	Wrap-up