

New Hire Orientation Agenda

Otowi - Casa Grande Drive
TA-03-261, Room F200W

Time	Event	Presented By	Regular	Student
7:30 – 8:00	New Hire Orientation Check-In		✓	✓
8:00 – 8:10	Coffee		✓	✓
8:10 – 8:25	Welcome by Laboratory Director	Video – Charlie McMillan	✓	✓
8:25 – 9:05	Complete New Hire Forms	Pam Padilla/Valerie Maestas	✓	✓
9:05 – 9:45	Benefits Review/Wellness Center	Benefits Staff	✓	If eligible
9:45 – 9:55	Break		✓	✓
9:55 – 10:35	Information Security Briefing (Course 9369)	Don Suzuki	✓	✓
10:35 – 10:45	Break		✓	✓
10:45 – 10:55	Worker Safety & Security Teams (WSST)	WSST Staff	✓	✓
10:55 – 11:15	“The Town that Never Was”	Cultural/Historical Video	✓	✓
11:15 – 11:20	Research Library	Library Staff	✓	✓
11:20 – 11:30	Los Alamos Postdoc Association (LAPA)	LAPA Committee	Postdocs	
11:20 – 11:30	Student Programs Overview	Student Programs Staff		✓
11:30 – 1:00	Lunch		✓	✓
1:00 – 1:10	OMBUDS	OMBUDS Staff	✓	✓
1:10 – 1:20	Employee Assistance Program	EAP Staff	✓	✓
1:20 – 1:30	Harassment in the Workplace	Employee Relations Staff	✓	✓
1:30 – 1:40	Break		✓	*
1:40 – 2:00	“Stockpile & Stewardship”	Video	✓	
2:00 – 2:15	Counterintelligence Overview	OCI Staff	✓	
2:15 – 3:15	Foreign National Orientation	Immigration Services Staff	FN only	FN only
2:15 – 4:00	Obtain a badge	Badge Office	✓	✓

General Employee Training

General Employee Training (GET) is mandatory for all new hires. Please reference the scheduled date, time, and location, in the new hire packet that you will receive on the first day of orientation. Employees, who have already taken GET, do NOT need to attend.

**Students will be released at 1:30 p.m. for drug testing.*