



SUPPORT STAFF
New Employee Orientation Conferences

Orientation Conference Schedule for: _____ **ID#** A

Start Date	Job Title	Department	Campus
Your office is located:	_____	_____	Your Telephone # is: _____
Your Supervisor is:	_____	_____	Supervisor's Title: _____

- Directions:
- To provide you with knowledge of the institution and the opportunity to personally be introduced to key personnel, as a new employee you are to schedule an orientation conference as follows:
- Review this list with your supervisor for determination of timeline to complete meetings (complete either by two, four, or six weeks of employment. Meetings may be scheduled and completed earlier than six weeks. Early completion is encouraged.)
 - Initiate contact and arrange a time and date to meet with the personnel listed below.
 - Schedule and meet with the President within the first two weeks of employment.

Once you have completed the Orientation Conferences, return your form to your immediate supervisor.

Supervisor: In addition to the contacts indicated below, space has been provided for additional contacts you wish to add. Return completed and signed form to the Office of Human Resources.

Complete Orientation Conference by the end of:			Date & Time of Appointment	Department	Title	Name	Location	Phone <small>(use last 4 digits for internal calls)</small>	Completed Date
2 weeks	4 weeks	6 weeks							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Office of the President	President	Dr. Janet F. Smith	Pryor 103	(931) 540-2510	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Academic Affairs	Interim Vice President	Joni Lenig	Pryor 109	(931) 540-2520	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Financial & Administrative Affairs	Vice President	Elaine Curtis	Pryor 102	(931) 540-2534	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Student Enrollment, Engagement and Services	Interim Vice President	Ruth Ann (Cissy) Holt	Jones Student Center 147	(931) 540-2570	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Business Services	Associate Vice President	Keith Isbell	Pryor 114	(931) 540-2533	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Information Technology	Associate Vice President	Dr. Emily Siciensky	Library L02	(931) 540-2704	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Human Resources	Director	Christie Miller	Pryor 108	(931) 540-2521	



Complete Orientation Conference by the end of:			Date & Time of Appointment	Department	Title	Name	Location	Phone <small>(use last 4 digits for internal calls)</small>	Completed Date
2 weeks	4 weeks	6 weeks							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Advancement	Vice President	Bethany Lay	Pryor 113	(931) 540-2837	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Planning, Effectiveness & Retention	Associate Vice President	Tammy Borren	Warf 229A	(931) 540-2697	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Your supervisor (if not listed)					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

New Employee: Sign, date, and forward the completed form to your immediate supervisor.

Employee Signature: _____ **Date:** _____

Supervisor: Sign, date, and forward the completed form to the Director of Human Resources.

Supervisor Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____