E-Orientation Agenda

3 Course Versions:
- E-Orientation Full-time
- E-Orientation Part-time
- E-Orientation Intermittent

Course Length: 3 hours (estimated)

Goals/Objectives:
- Welcome new employees to our goal driven/performance oriented-customer focused workforce.
- Celebrate new employees' commitment to public service.
- Complete appropriate new hire paperwork

Facilitator: Indiana State Personnel Department (INSPD)

Review the e-orientation course guides for instructions on how to locate and navigate through the course. View course guides at www.in.gov/spd/onboarding/online-orientation.

Course Table of Contents:

1. New Employee Orientation Online Packet & Resource Guide (Assignment)
2. New Employee Paperwork & the Onboarding Experience (CBT)
3. Benefits Presentation (CBT) ***Only for benefit eligible employees**
4. Wellness Program Overview (CBT) ***Only for benefit eligible employees**
5. Acknowledgement of Standardized Policies and Employee Handbook (Assignment) ***Only for full-time/part-time employees**
6. State Policies & the Performance Management Cycle (CBT) ***Only for full-time/part-time employees**
7. College Choice 529 (CBT)
8. Indiana Public Retirement System (INPRS) (CBT) ***Only for full-time/part-time employees**
9. Hoosier S.T.A.R.T (CBT) ***Only for full-time/part-time employees**
10. Required Training & State Employee Resource Guide Overview (CBT)

➢ Onboarding survey evaluations will be sent out at 45- and 90-day increments. Don't forget to update your preferred email account. For more information, please visit the Onboarding website at www.in.gov/spd/onboarding.

➢ As a new employee you are required to complete the Ethics, Information Resource Use Agreement, Workplace Harassment Prevention trainings, and the Cybersecurity Onboarding Module within the first 21 days of employment.

➢ **If you have any questions pertaining to this information, please contact INSPD Learning & Development: SPDTraining@spd.in.gov**