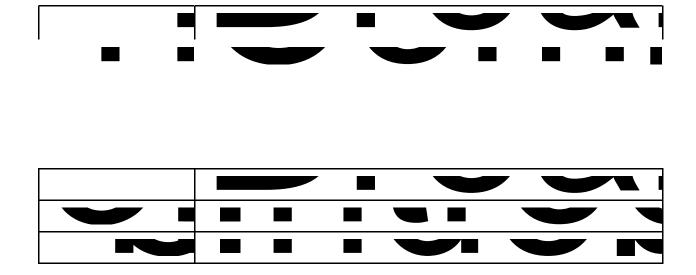
7 H P S OOD Woarding Schedule

Week 1: Orientation and Introduction

| Day 1: Welcome and Department Overview |
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| Time | Торіс |
|---------------------|--|
| 9:00 AM - 9:30 AM | Welcome to the Department |
| 9:30 AM - 10:30 AM | Department Overview and Connection to University Mission, Vision, and Values |
| 10:30 AM - 11:00 AM | Break |
| 11:00 AM - 11:30 AM | Office Tour and Facility Overview |
| 11:30 AM - 12:00 PM | Desk and IT Setup (Email, Computer, Access) |
| 12:00 PM - 1:00 PM | Lunch with Hiring Manager |
| 1:30 PM - 3:00 PM | HR Documentation (I-9) and Onbot 200 PTV asks |



Day 3: Role-Specific Training

| Time | Торіс | |
|---------------------|---|----------------------------|
| 9:00 AM - 10:00 AM | Role and Responsibilities Overview | |
| 10:00 AM - 10:30 AM | Break | |
| 10:30 AM - 12:00 PM | Administrative Faculty: "Position Description Questionnaire (PDQ) "Essential Functions "Performance Evaluation Process Classified: "Position Description (NPD-19) "Essential Functions "Work Performance Standards (KIRK1X) COMPARENT STREET | 186ji /EnSi[(\$)[(B |
| 12:00 PM - 1:00 PM | Lunch | |
| 1:00 PM - 3:00 PM | Tools, Software, and Systems Training | |
| 3:00 PM - 3:30 PM | Break | |
| 3:30 PM - 5:00 PM | Role-Specific Training | |

Day 5: Onboarding Feedback and Next Steps

| Time | Торіс |
|---------------------|--|
| 9:00 AM - 10:00 AM | Q&A, Review of Week 1 and Initial Feedback |
| 10:00 AM - 10:30 AM | Break |
| 10:30 AM - 11:30 AM | Introduction to Upcoming Training and Development Opportunities |
| 12:00 PM - 1:00 PM | Lunch with Supervisor |
| 1:00 PM - 3:00 PM | Start Individual Development Plan including Goal Setting, Expectations, and Timeframe |
| 3:00 PM - 3:30 PM | Break |
| 3:30 PM - 5:00 PM | Wrap-up and Preparation for Week 2 |

Week 2 and Beyond: Ongoing Training and Integration

Supervisor will schedule meetings with subject matter experts for training and job shadowing as needed. Engage in active project participation, consistently assess and advance the individual development plan. By the end of Week 2, convene for an update on the individual development plan, followed by ongoing reviews and updates during regular one-on-one meetings.