

LOGISTICS

DAY: 2nd/4th Mondays of each month generally (some holidays may impact 4th Mondays)

TIMING: 8:30 a.m. Start | 4:30 p.m. End

LOCATION: Hancock Room (B225) in Harold Alfond Athletics and Recreation Center

LEAD: Learning and Talent Development, Office of Human Resources

OVERVIEW OF THE DAY (AGENDA)

8:30am Pre-Orientation Activities: Completion of I-9 form; obtain parking permit, Colby ID, laptop, cell phone, and keys

9am Meet and Greet: Introduction to Colby; forms early connections amongst cohort

9:30am Colby Mission-Vision-Values: Welcome from senior staff; gain sense of Colby's purpose and core values

10am Community Connection: Overview to higher ed, Colby divisions, and their work; forms collaboration and alignment

10:40am Colby Student Perspective: Hear from Colby students about the Colby experience; understand how staff can impact that experience

11:00am Campus Tour: Explore and discover

11:30am Lunch: Connecting hiring managers with new hires to have lunch at designated dining hall

12:30pm Activity: Learning fun facts about Colby

1pm What's in IT for you?: Learning about ITS resources and information including online catalog that provides tips and how-tos

1:30pm Resources For Your Success: Discussion around institutional policies, practices and guidelines; legal matters; and additional benefits at Colby

3:30pm What's Next: Taking time to reflect on the day, discuss takeaways, and celebrate

3:45pm Benefits Orientation: High level overview of Colby-sponsored benefits

4:15pm Close
