



New Employee Onboarding Agenda

Time	Topic / Main discussion points	Websites for more information
7:30 – 8:00am	Registration/ID Cards <i>(Breakfast Items/Refreshments available)</i>	
8:00 – 8:15am	Program begins -Welcome	
8:15 – 8:30am	Introduction to the University and URMC <ol style="list-style-type: none"> 1. Mission Statement- Learn, Discover, Heal, Create and make the world ever better. 2. Vision Statement- University of the Highest Order 3. Motto- Meliora 	http://www.rochester.edu/aboutus/mission.html
8:30 – 9:00am	UR Culture of Engagement <ol style="list-style-type: none"> 1. University Values and Engagement 2. Employee’s Role in Engagement 3. Supervisor’s Role in Engagement 	https://www.urmc.rochester.edu/strong-memorial/about-us/care-philosophy.aspx http://www.rochester.edu/currents/V42/N08/outstanding.html http://sites.mc.rochester.edu/departments/lean
9:00 – 9:30am	UR Culture of Diversity and Inclusion <ol style="list-style-type: none"> 1. Enhance your awareness of multiple aspects of diversity and intercultural understanding. 2. Increase your level of understanding and awareness of the value that the University of Rochester places on diversity and inclusion. 3. Provide an overview of current diversity and inclusion initiatives and ongoing activities. 	http://rochester.edu/diversity/

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9:30 – 10:00am	UR Culture of A Healthy Workforce and Workplace <ol style="list-style-type: none"> 1. Learn about the Well-U programs and events (including incentive structure) 2. Learn about employee safety programs and Environmental Health & Safety. 	www.rochester.edu/well-u www.facebook.com/URWellU www.safety.rochester.edu
10:00 – 10:15am	BREAK (<i>pick up IDs</i>)	
10:15 – 10:45am	UR Culture Stewardship <ol style="list-style-type: none"> 1. Code of Conduct 2. Confidentiality (HIPAA, FERPA) 	https://www.rochester.edu/working/codeofconduct/ http://sites.mc.rochester.edu/departments/hipaa/ https://www.rochester.edu/bulletin/policies/ferpa/
10:45– 11:00am	Next Steps <ol style="list-style-type: none"> 1. Net ID- handout 2. Benefits due dates for enrollment 3. My Path for additional Training 4. Check List for Employee 	http://www.rochester.edu/IT/netid/ http://www.rochester.edu/working/hr/benefits/enroll/ https://mypath.rochester.edu/
11:00am	Orientation Conclusion	

