

# The Johns Hopkins University New Employee Orientation Program January 2019 – December 2019

*After April 2, 2009, all SOM, BSPH, SON, employees will complete orientation online. All Homewood employees will have the option to complete orientation online or in the instructor led sessions within 30 days of hire.*

Johns Hopkins at Eastern (Employees of Homewood, Peabody, CBS, SOE, WSE, KSAS, University Administration)

*Room B102, 1101 East 33<sup>rd</sup> Street, Baltimore, MD 21218*

**9am- noon: General Orientation:** Overview of JHU history, policies, and employee resources facilitated by HR Business Services

**1-4pm: Benefits Orientation:** Overview of JHU benefits programs and offerings facilitated by the Benefits Service Center <http://benefits.jhu.edu/>

January 15, 2019	July 09, 2019
February 12, 2019	August 13, 2019
March 19, 2019	September 10, 2019
April 9, 2019	October 8, 2019
May 7, 2019	November 19, 2019
June 11, 2019	December 10, 2019

**Registration:** Employees who choose the classroom option are scheduled for orientation by their appropriate Human Resources office. Contact information for Human Resources Offices are found online at <http://hrnt.jhu.edu/directory/>

Human Resources representatives, please use the contact information below for online orientation completion instructions or to register new hires for a seat in instructor-led orientation. New hires without computer access should be given priority in instructor-led orientation admission.

**Parking:** Attendees should park on the upper lot in a marked visitor parking space. All visitors must enter at the main entrance (flagpole in front) and register their vehicle's tag number with security.

**Lunch:** Attendees should plan on 50- 60 minutes allotted for lunch. Currently there is no on-site food vendor. It is highly encouraged to bring your lunch. Microwaves and a refrigerator are available in guest lounge, B100 for meals brought from home.

**Convenient Online Option:** New hires can opt to complete orientation online instead. Visit [http://tmod.jhu.edu/assets/resources/NEO\\_ecourse\\_instructions.pdf](http://tmod.jhu.edu/assets/resources/NEO_ecourse_instructions.pdf) for directions to access the online orientation.

**JHU closure policy:** In the event of JHU closing, delayed opening, or liberal leave, both sessions of in person orientation will be canceled. New hires will be expected to promptly complete the general orientation and benefits orientation e-courses instead.