

**The Johns Hopkins University
New Employee Orientation Program
January 2017 – December 2017**

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 33rd Street, Baltimore, MD 21218

9am- noon: General Orientation: Overview of JHU history, policies, and employee resources facilitated by Talent Management & Organization Development

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

January 17, 2017	July 11, 2017
February 21, 2017	August 15, 2017
March 14, 2017	September 12, 2017
April 11, 2017	October 10, 2017
May 9, 2017	November 14, 2017
June 13, 2017	December 12, 2017

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/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.