



## **New Employee Orientation Schedule**

### **Day One: Monday**

0800-0900: INDOCS: New Hire Paperwork & I9 –HR Generalist

0900-0930: Welcome/Introductions, MCCS Mission, Tips – Samara Castro

0930-0955: Wildlife Brief – Dylan Matthews

0955-1010: Break

1010-1030: Learning Development Plans/Performance Appraisals – Samara Castro

1030-1100: Ethics

1100-1130: Union Representative

1130-1230: Lunch

1230-1400: Marine Corps Acculturation – Walt Edwards

1400-1415: MCCS Structure/Table of Organization – Samara Castro

1415-1500: Brand Rollout – Samara Castro

1500-1630: Benefits (RFT/RPT only) – HR Generalist

### **Day Two: Tuesday**

0800-0830: Payroll (PeopleSoft Account Set-up)

0830-1030: SAPR One Team, One Fight –Londia Goodine

1030-1045: Break

1045-1115: Customer Centricity

1115-1200: Customer Care

1200-1300: Lunch

1300-1330: Cyber Awareness/PII/PCI – MIS

1330-1530: CTIP/ Anti-Terrorism/ OPSEC – Walt Edwards

1530-1600: Evaluations / Graduation- Mr. Norquist