

MANAGER QUICK GUIDE TO NEW EMPLOYEE ORIENTATION

1



Loop Orientation (Start Date-Every Other Monday)

- Location: Daley 1601 (14 E. Jackson)
- Time: 9:30 a.m. to 12:30 p.m.
- Dates: Below are dates for upcoming Loop Orientations
- Agenda: Paperwork, Benefits, Mobile ID, & BlueSky

After the morning session with HR, the employee will spend the afternoon with their manager.

2



Online Orientation (Start Date-Monday Afternoon)

- Location: Online at mybluesky.depaul.edu
- Time: Self-Paced, takes about 1 hour
- Agenda: Online training introducing employees to DePaul

This is to be completed on the employee's first day.
Please provide them with computer access.

3



Lincoln Park Orientation (Tuesdays-Once a Month, subject to change based on enrollment)

- Location: Lincoln Park Campus
- Time: 9:00 a.m. to 4:00 p.m. (lunch will be provided)
- Dates: Below are dates for upcoming Lincoln Park Orientations
- Agenda: Presentations from the DePaul community

Upcoming Loop Dates

September 14	September 28
October 12	October 26
November 9	November 23
December 7	December 21

Upcoming Lincoln Park Dates

September 15	October 13
November 10	December 8