

MANAGER QUICK GUIDE TO NEW EMPLOYEE ORIENTATION

1



Loop Orientation (Start Date-Monday Morning)

- Location: Daley 1601 (14 E. Jackson)
- Time: 9:30 a.m. to 12:30 p.m.
- Agenda: Paperwork, Benefits, ID Card, & 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 (Every Third Tuesday)

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

2023

July 11

August 1

August 22

September 12

October 3

October 24

November 14

December 5

2024

January 23

February 6

February 27

March 19

April 9

April 30

May 21

June 11