

# MANAGER QUICK GUIDE TO NEW EMPLOYEE ORIENTATION

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## 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.

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## Online Orientation (Start Date-Monday Afternoon)

- Location: Online at [mybluesky.depaul.edu](https://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.

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## Lincoln Park Orientation (Tuesdays-Once a Month)

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

### Upcoming Loop Dates

July 14	July 28
August 11	August 18
August 25	September 2
September 8	September 22
October 6	October 20
November 3	November 17
December 1	December 15

### Upcoming Lincoln Park Dates

July 22	August 26
September 30	October 28
November 25	January 13