

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, 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 (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

June 2	June 16
June 30	July 7
July 14	July 28
August 4	August 18

Upcoming Lincoln Park Dates

May 20	June 24
July 22	August 26