

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.

2024

July 2

July 23

August 13

September 10

September 24

October 15

November 5

December 17

2025

January 28

February 18

March 11

April 1

April 22

May 13

June 3

June 24