



In order to create the best experience for our new hires and to ensure that they are equipped with all of the information and resources they need to start their employment with JCC, we have instituted a schedule of designated start dates. Please keep these dates in mind as you hire new employees and identify what will be their first day of work. Each new hire will start their first day with their supervisor, and will participate in IT orientation.

### 2019-20 New Hire Start Dates & Schedule

- \* 9:00-9:30 Benefits Orientation (Human Resources)
- \* 9:30-10:00 Branding Training (Web Department)
- \* 10:00-12:00: IT Orientation with Denise Burbey and/or Brian Manning (Banner Room)
- \* 1:00-2:00 Blackboard Training, if needed (TEI)

Tuesday, September 3, 2019 (due to Labor Day)

Monday, September 16, 2019

Monday, September 30, 2019

Monday, October 14, 2019

Monday, October 28, 2019

Monday, November 11, 2019

Monday, November 25, 2019

Monday, December 9, 2019

Monday, December 23, 2019

Monday, January 6, 2020

Tuesday, January 21, 2020 (due to Martin Luther King Day)

Monday, February 3, 2020

Monday, February 17, 2020

Monday, March 2, 2020

Monday, March 16, 2020

Monday, March 30, 2020

**NOTE:** This orientation schedule applies to all new full-time staff/faculty as well as part-time staff. Adjunct instructors receive IT training from Technology Enhanced Instruction staff.