

Registration Form – New Employee Orientation use only

The following form will need to be completed for all new employees attending orientation. If you have any questions, please contact the Training and Organizational Development department, 632-4501.

NEW EMPLOYEE'S INFORMATION – Please Print

Name:	
Home address:	
Title:	Department:
Internal Zip:	Extension:
Employee ID:	Employer – State Faculty, Classified, or Research Foundation (please circle) Non-Exempt _____ Exempt _____ (please check one)
Full or Part time status (please circle) If part time, how many hours per week?	Start Date: _____

IMMEDIATE SUPERVISOR INFORMATION- Please Print

Name:	Extension:
Signature: <hr/>	Orientation Session Date 1st choice: _____ 2nd choice: _____
VP Area/Code _____	

IMPORTANT:

An email confirmation will be sent to the supervisor upon receipt of the faxed registration form. A detailed Invitation will be mailed directly to the new employee one week prior to the program start date containing all the logistical details for the session.

FAX Completed forms to: (631) 632-2414