

## 2014 Training Alert

# New Employee Orientation

NEO is a fast-paced orientation for new City employees providing overviews of critical employee policies and beneficial programs.

The New Employee Orientation provides overviews related to:

- City Government
- Budget and Legislative processes
- Policies related to Ethics, Harassment, Discrimination, and Records Management
- The Race and Social Justice Initiative (RSJI)
- The Seattle Shares Program
- Training and Development Opportunities
- Career Advancement Opportunities
- Commuting Benefits
- Alternative Dispute Resolution (ADR) Services

### **INSTRUCTOR(s):**

Personnel/Human Resources Department Staff

<b>Course Duration: 3.5 hours</b>	
<b>Choose only one session listed below</b>	
<b>DATES</b>	<b>TIMES</b>
<b>November 20, 2014</b>	<b>8:30 am – 12:00 pm</b>
<b>December 4, 2014</b>	<b>8:30 am – 12:00 pm</b>
<b>December 18, 2014</b>	<b>8:30 am – 12:00 pm</b>

**Target Audience:** All new employees

**Maximum # of participants: 24**

**Location: Provided via email confirmation.**

**Cost: NO CHARGE**

**REGISTRATION:** Log onto [Employee Self-Service \(ESS\)](#) to register. ESS confirms your registration with an email from [training@seattle.gov](mailto:training@seattle.gov). There are 20 seats open for registration. The remaining four seats are available for walk-ins on the day of class. This allows us to accommodate brand new employees that have not yet been given a sign-on or employee number. Late Arrivals - If you arrive more than 15 minutes after the start of registration, your seat is not guaranteed even if you have pre-registered. In the event that we have a high number of walk-ins, we will release any open seats.

**CANCELLATION:** Cancellations must be made prior to the deadline date listed in ESS. Cancellation can be made via your ESS Training Cancellation.

**“one city, one employer”**

**ADA/Reasonable accommodation is provided upon request.**