

WELCOME WEEK

FACILITIES MANAGEMENT TRAINING ROOM
WAGE STAFF

MONDAY 9AM – 5PM	TUESDAY Regular Work Schedule/Shift	WEDNESDAY Regular Work Schedule/Shift	THURSDAY Regular Work Schedule/Shift	FRIDAY Regular Work Schedule/Shift
NEW HIRE ORIENTATION WITH F&CO HR 9–10AM New Employee Orientation 10 – 10:15AM Uniforms/Boots (Warehouse) 10:15 – 10:30AM BREAK 10:30 – 10:45AM Meet & Greet with F&CO Leadership 10:45 – 11:15AM MasonLEAPS Training Sessions Overview 11:15 – 11:45AM Safety Overview with Campus Police 11:45AM – 12:15PM BOXED LUNCH 12:15 – 2PM Campus & F&CO Complex Tour - I-9 - Headshots - ID Badge - Location Assignments 2 – 2:30PM F&CO Engagement Programming Welcome Week Review Workspace Walk-Through 2:30 – 5PM SETTLE IN / SOLO TIME	REPORT TO SUPERVISOR	REPORT TO SUPERVISOR	REPORT TO SUPERVISOR	REPORT TO SUPERVISOR F&CO HR DROP-IN ALL NEW HIRES 2 – 2:30PM Have questions or comments? Stop by the office or drop-in virtually using this QR Code 2:30PM – END OF SHIFT SUPERVISOR / SOLO TIME