

New Hire Orientation Tuesday, August 14th, 2018

<u>New Hire Name:</u>	Joe Fielder
<u>Job Title:</u>	Field Production Assistant
<u>Team Lead:</u>	NAME
<u>Location:</u>	Office Location
9:00 - 10:00	Forms, Culture & Benefits – NAME, <i>People & Culture Manager</i>
10:00 - 11:15	Time Reporting & Pay – NAME, <i>Senior Payroll Coordinator</i>
11:15 – 11:45	Phone/computer setup – NAME, <i>Office & People Coordinator</i>
11:45– 12:15	Logistics – NAME, <i>Logistics & Customer Support Manager</i>
12:15 – 1:00	LUNCH & BREAK
1:00 – 1:30	NAME, <i>Events & Communications Coordinator</i>
1:30 – 1:45	NAME, <i>Marketing Director</i>
1:45 – 2:00	NAME, <i>Chief Culture Officer</i>
2:00 – 2:15	NAME, <i>Information & Intelligence Director</i>
2:15 – 2:30	BREAK
2:30 – 2:45	NAME, <i>Chief Operating Officer</i>
2:45 – 3:00	NAME, <i>CEO</i>
3:00– 3:15	NAME, <i>CFO</i>
3:15– 3:30	NAME, <i>Data Scientist</i>
3:30 – 3:45	NAME, <i>Senior Plans Specialist</i>
3:45 – 4:00	NAME, <i>QA/Providing Division Coordinator</i>
4:00	NAME, <i>Photo with Creative Strategist</i>

On the road for home!