

3/28/2024



FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS

<i>DAY ONE</i>			
TIME	ACTIVITY	HOSTED BY	COMPLETED
9:00am	Meet supervisor/office tour: <ul style="list-style-type: none"> • Receive Welcome Bag • Desk Assignment • Office Key • Mailbox/Copy Room • Kitchen • Bathrooms • Meet team members • Snack/drink 	Department representative	
10:00am	IT Orientation: <ul style="list-style-type: none"> • Laptop • Email • Phones • Teams • Network Drives • Server Connection 	Chetna	
11:00am	HR/Admin Orientation: <ul style="list-style-type: none"> • Handbook • Benefits • FCSN Office • Flatley • Parking/T 	Jennetta/Wanda Virtual - teams	
<i>12:00pm</i>	<i>Follow up with manager</i>		
<i>TUESDAY, MARCH 19, 2024</i>			
9:00am	Business Office: <ul style="list-style-type: none"> • ISolved • Timecard • Paid Time Off 	Bridget Virtual - teams	
10:00am	Communications: <ul style="list-style-type: none"> • Website • Staff Portal • Internal Documents • Communication • Materials Needs 	Rosalie Virtual - teams	