

New Hire Orientation Schedule For 2008

Accompanying the Directive 16 implementation-please refer to the deadlines below when hiring new full-time staff as these timelines are required to be met in order to process new employee orientations in accordance to D16. Orientation sessions are being held every 2 weeks. Please schedule your new part-time employees in accordance with D16 as well.

<u>Submission of Appointment to HRS</u> <u>Date</u>	<u>File to Orientation Coordinator</u>	<u>Orientation & Start</u>
MUST be in prior to 4 p.m. on the following dates:	(this date for HRS ONLY)	Monday unless otherwise indicated
March 26/08	March 31/08	April 7/08
April 9/08	April 14/08	April 21/08
April 23/08	April 28/08	May 5/08
May 7/08	May 12/08	May 20/08 (Tuesday)
May 21/08	May 26/08	June 02/08
June 4/06	June 9/08	June 16/08
June 18/08	June 23/08	June 30/08
July 2/08	Jul 7/08	July 14/08
July 16/08	Jul 21/08	July 28/08
July 4, 2008		Faculty (off cycle) August 5, 2008
July 30/08	Aug 5/08	August 11/08
Aug 13/08	Aug 18/08	August 25/08
Aug 27/08	Sept 2/08	September 8/08
Sept 10/08	Sept15/08	September 22/08
Sept 24/08	Sept 29/08	October 6/08
Oct 8/08	Oct 13/08	October 20/08
Oct 22/08	Oct 27/08	November 3/08
Nov 5/08	Nov 10/08	November 17/08
Nov 19/08	Nov 24/08	December 1/08
Dec 3/08	Dec 8/08	December 15/08
	Last Hire Date for 2008	

Please contact Sally Kelly at parkern@algonquincollege.com should you have any questions regarding these timelines.