

## New Hire Orientation Schedule For 2009

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.

**Submission of Appointment to HRS  
Start Date**

**MUST** be in prior to 4 p.m. on the following dates:

**File to Orientation Coordinator**

(this date for HRS ONLY)

**Orientation &**

Monday unless otherwise indicated

Dec 10/08	Dec 15/09		Jan 05/09
Jan 07/09	Jan 12/09		Jan 19/09
Jan 21/09	Jan 26/09		Feb 02/09
Feb 4/09	Feb09/09	<b>(Tuesday)</b>	Feb 17/09
Feb 18/09	Feb 23/09		Mar 02/09
Mar 04/09	Mar 09/09		Mar 16/09
Mar 18/09	Mar 23/09		Mar 30/09
Apr 01/09	Apr 06/09		Apr 13/09
Apr 15/09	Apr 20/09		Apr 27/09
Apr 29/09	May 04/09		May 11/09
May 13/09	May 18/09		May 25/09
May 27/09	Jun 01/09		Jun 08/09
Jun 10/09	Jun 15/09		Jun 22/09
Jun 24/09	Jun 29/09		Jul 06/09
Jul 08/09	Jul 13/09		Jul 20/09
Jul 22/09	Jul 27/09	<b>(Tuesday) Faculty</b>	<b>Aug 04/09</b>
Aug 5/09	Aug 10/09		Aug 17/09
Aug 19/09	Aug 24/09		Aug 31/09
Sep 02/09	Sep 07/09		Sep 14/09
Sep 16/09	Sep 21/09		Sep 28/09
Sep 30/09	Oct 05/09	<b>(Tuesday)</b>	Oct 13/09
Oct 14/09	Oct 19/09		Oct 26/09
Oct 28/09	Nov 02/09		Nov 09/09
Nov 11/09	Nov 16/09		Nov 23/09
Nov 25/09	Nov 30/09		Dec 07/09
Dec 02/09	Dec 07/09		Dec 14/09

\* **Last Hire Date for 2009** Dec 14/09

Please contact Nigel Parker at [parkern@algonquincollege.com](mailto:parkern@algonquincollege.com) should you have any questions regarding these timelines.

