

SIUC HUMAN RESOURCES ORIENTATION INFORMATION AND REGISTRATION FORM

Last Name:_____	First Name:_____	MI:_____
Member SSN:_____	AIS #_____	Hire Date:_____
Marital Status:_____	Date of Birth:_____	Sex:_____
Member Mailing Address:_____		
City:_____	State:_____	Zip:_____ County:_____
Home Phone :()_____ - _____	Work Phone :()_____ - _____	
Department:_____	Dept. Contact:_____	
Mail code: _____	Department Phone Number :()_____ - _____	

Please mark first, second and third choice for dates that you are available to attend a new hire benefits orientation. Every attempt will be made to honor your first choice; however, sessions fill up quickly. Please allow 3 to 3.5 hours for the orientation session.

- _____ Faculty _____ AP _____ Civil Service
- _____ Friday, August 12, 2011; at 8:00 a.m.
- _____ Tuesday, August 16, 2011; at 12:30 p.m. (Faculty Only)
- _____ Thursday, August 18; 2011 at 8 a.m. (Faculty Only)
- _____ Friday, August 19, 2011; at 8:00 a.m. (Civil Service & AP only. This is the date of the Provost orientation.)
- _____ Tuesday, August 23, 2011; at 8 a.m. (Faculty Only)
- _____ Friday, August 26, 2011; at 8:00 a.m.

Please fax employee's contract along with this form to 618-453-6693. A new hire packet with the confirmation date listed for your scheduled orientation will be sent to the address above unless a different address is requested. Questions contact Vickie Glasco (618) 453-6668.

SIUC HUMAN RESOURCES
MAILCODE 6520
805 S. ELIZABETH STREET
CARBONDALE, IL 62901