



YOU ARE THE POWER!

“YOU ARE THE POWER” New Employee Celebration

Hello everyone,

We’re pleased to let you know that we have just launched a new, expanded New Employee Celebration Program and we’re excited to say that the debut also coincided with the reveal of our newly renovated training room (McElhinney 341).

Generally speaking, the subject matter of Orientation has remained the same: e.g. Payroll, HR, EOS, UHPD, UIT, Benefits.

But we have also introduced a new section, “*You are the Power*,” in which we discuss success principles at UH. If you would like to know more about the content of this new section, just let us know and we’ll send you information.

Here are some general (and important) points:

1. **YOU ARE THE POWER is held each Monday** at 7:30 am (for those who need to complete the I-9 process), and the **classroom program begins at 8:00 am**. We’ll end approximately at 12:30 pm.
 - An important note about I-9’s: even if the employee has completed all online (Taleo) forms, ***the process is not finished until they physically show two forms of ID to the HR Service Center***. It would expedite our Monday morning process, if you could explain this to them, so they come with necessary ID’s.
2. **YOU ARE THE POWER, Part 2** is held every other Friday morning, 8:30 – 11:30 am, to supplement the Monday program. (Part 2 dates/locations will vary through the holiday season, but attendees will be given all necessary information.) If you would like a Part 2 schedule, just let us know.
 - **Part 2** features “Innovation and Service Excellence in a Tier One University,” as well as a campus tour. New employees will be required to attend within 60 days of YOU ARE THE POWER Part 1.

NOTE: Because of limited seating, **PLEASE** do not send a new employee to the program if their attendance has not been confirmed by HR. We’ve had to turn people away lately, and it’s a long walk back across campus for many!

Thank you for your support of our Orientation program; if you have any questions or suggestions, please let us know!

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