

**Mary Winchester, HR Specialist**

**Welcome to Rocky Top!**

**Monday, September 23, 2019**

**8:00 – 12:00 New Employee Orientation**

2712 Neyland Drive

**12:15 – 1:30 Lunch with EM Central Office Team**

*Kari Alldredge, Vice Provost of EM, Andrew Cain, EM Budget Director,*

*Elizabeth Dixon, Assistant to the Vice Provost, Roy Wood, Accounting Specialist*

Calhoun’s on the River

400 Neyland Drive, Knoxville, TN 37902

**1:30 – 2:00 Introduction/Welcome One/One Meeting**

EM Central Office, 305 Student Services Building, Suite 305A

*Vice Provost Kari Alldredge*

**2:00 – 2:30 Pick UT Staff Parking Hang Tag**

Parking & Transit Services

2121 Stephenson Drive

*Escorted by Andrew Cain*

**3:00 – 3:45 Tour of EM Departmental Offices**

Student Services Building

*Offered by Elizabeth Dixon*

**4:00 – 5:00 End of the Day Wrap Up!**

**Tuesday, September 24, 2019**

**8:00 – 9:00 Arrive – Daily Prep**

**9:00 – 9:30 Staff Head Shot Photo**

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**10:00 – 10:30 Introduction Meeting with Dr. Wendy Davis, Transfer Center Director**

Wendy’s Office, 320 Student Services Building, Suite 322

**11:30 – 12:30 Lunch**

**1:30 – 2:00 Introduction Meeting with Rachel Parcell, HR Recruitment Assistant Manager**

Human Resources, 105 Student Services Building

**3:00 – 3:30 Introduction Meeting with Fabrizio D’Aloisio, AVP & Director of Undergraduate Admissions**

Fabrizio’s Office, 320 Student Services Building, Suite 328

**3:30 – 4:00 Introduction Meeting with Connie Harmon, Sr. Associate Director of Undergraduate Admissions**

Connie’s Office, 320 Student Services Building, Suite 327

**4:00 – 5:00 End of the Day Wrap Up!**

**Wednesday, September 25, 2019**

**8:00 – 9:00 Arrive – Daily Prep**

**9:00 – 10:00 Open – Planning Time**

**10:00 – 10:30 Introduction Meeting with Patti Cash, EM IT Specialist**

Patti’s Office, 218 Student Services Building, Suite 218J

**10:30 – 11:00 Introduction Meeting with Janet Schmitt, AVP EM Operations & Interim University Registrar**

Janet’s Office, 218 Student Services Building, Suite 218G

**12:00 – 1:00 Lunch**

**1:30 – 2:00 Introduction Meeting with Jeff Gerkin, Director of Financial Aid & Scholarships**

Jeff’s Office, 116 Student Services Building, Suite 115D

**2:00 – 4:00 Training Time with Andrew Cain and/or Roy Wood**

**4:00 – 5:00 End of the Day Wrap Up!**

**Thursday, September 26, 2019**

**8:00 – 9:00 Arrive – Daily Prep**

**9:00 – 9:30 Introduction Meeting with Lauren Goldberg, Director of EM Communications**

Lauren’s Office, 301 Student Services Building, Suite 301F

**9:00 – 9:30 Travel to Hodges Library**

**10:00 – 10:30 Introduction Meeting with Jayetta Rogers, Director of Veterans Resource Center**

Jayetta’s Office, Veterans Resource Center, Hodges Library, Suite G020

**10:30 – 11:00 Introduction Meeting with Darren Curry, Executive Director of One Stop**

Darren’s Office, One Stop Student Services, Hodges Library, Ground Floor

**12:00 – 1:00 Lunch**

**1:00 – 4:00 Training Time with Andrew Cain and/or Roy Wood**

**4:00 – 5:00 End of the Day Wrap Up!**

**Friday, September 27, 2019**

**9:15 – 12:00 UT Campus Tour**

UT Visitors Center, Student Union, 1502 Cumberland Ave, Suite 282

\*Walking tour, wear comfortable shoes

**12:00 – 1:00 Lunch**

**2:00 – 2:30 Introduction Meeting with Tarah Keeler, Director of Compensation, Human Resources**

Human Resources Office, 105 Student Services Building

**2:30 – 4:00 Training Time with Andrew Cain and or Roy Wood**

**4:00 – 5:00 End of the Day Wrap Up!**

**Have a wonderful weekend!**

**End of Week One Checklist:**

EM Name Tag

EM Desk Plate

Staff Parking Tag

UT Email Signature <https://brand.utk.edu/resources/signatures/>

Business Cards Ordered

IRIS Access

Order Office Keys