

WELCOME TO THE HUMAN RESOURCES ON-LINE EMPLOYEE ORIENTATION PROGRAM

The Employee Orientation Program provides an overview of the benefits available to regular full-time and part-time employees at Austin Peay State University and will take approximately one hour to complete.

In order to navigate through the orientation program, click on the topic that you will be reviewing. Once the document is open, click on "slide show" in the lower right hand corner. To navigate through each slide, you should "left" click on your mouse. To end the slide show, "right" click on your mouse and click on "end show" in the lower right hand corner and this will take you back to the beginning of the slide presentation. Should you have difficulty in the navigation process, please contact Human Resources (931) 221-7177.

Please note that the **Staff Handbook** is not set up as a PowerPoint presentation. Human Resources linked to this handbook so that you could review its contents from this web page. Also, we have provided a link to "About Clarksville" should you be interested in finding out more about the area.

Once you have completed the Orientation Program in its entirety, you should contact Human Resources to make an appointment to complete the appropriate forms for enrolling in the benefits that you plan to participate in. At this time, please feel free to ask questions that you may have regarding the benefits available to you. **You must complete all enrollment forms within your first 30 days of employment.**

We hope you find this on-line Orientation Program beneficial.