



Dear New Employee,

We hope you will take advantage of the many professional development opportunities available to you as an employee of Valdosta State University. Our office is here to assist you with your career goals and professional development needs and interests. For your added ease and transition into your new position, we have listed below the required training classes and timeline for completion.

Required Courses - Online

The **New Staff 101** course can be accessed through the Course Management System called BlazeVIEW. Go to VSU homepage www.valdosta.edu, click the *Faculty & Staff* tab, click *BlazeVIEW*, click *log into BlazeVIEW*. Follow the login steps. Once you have successfully logged in, you should see a course titled *New Staff 101*. Click on that title. If you do not see this course listed, contact our office by emailing training@valdosta.edu or call 259-5105.

Within this module you will find the following training.

- University System of Georgia Ethics Training** – complete within first 90 days
- Motor Vehicle Training- Auto Liability Insurance** – complete within first 2 weeks of hire
- Right-to-Know Basic Awareness Training** -complete within the first 2 weeks of hire
- Georgia Open Records** - complete within the first 2 weeks of hire
- FERPA** - complete within the first 2 weeks of hire

Required Courses – Face-to-Face

- New Employee Orientation** –complete within the first 6 weeks of hire
It is offered the last Thursday of every month. If you cannot attend your assigned time, contact Employee Development at 259-5105 for assistance.
- Sexual Harassment Training** -offered during New Employee Orientation
- Partners for Campus Excellence** – complete within the first year of hire
Classes are offered every semester. Contact Employee Development at 259-5105 or check the website for the schedule. www.valdosta.edu/administration/finance-admin/employee-development/

In addition to the above stated courses, please check with your supervisor regarding job specific training.

Sincerely,

Rebecca Murphy,

Associate Director of Human Resources for Employee Development

Employee & Organizational Development

A Unit of Human Resources & Employee Development

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Phone 229.259.5105 • **Fax** 229.245.6491 • **Web** www.valdosta.edu/training/

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