

Governor's Summer Intern Orientation



Arrival

Time: Orientation begins at 9:00 a.m. and concludes at 3:00 p.m.

Plan Ahead: Please allow 20 minutes to find parking and get through security.

- 8:00 AM – 9:00 AM Check-in: Reception – GSI Bingo Activity
- 9:00 AM – 9:10 AM Welcome
- 9:10AM – 9:40 AM New Hire Paperwork; Safety procedures; Required Trainings
- 9:40 AM – 10:30 AM Navigating a Multigenerational Workplace
- 10:30 AM – 11:15 AM ID Badges and Break
- 11:15 AM – 11:30 AM Employee Relations – Standardized Policies
- 11:30 AM – 11:45 AM Communications – Engagement Opportunities
- 11:45 AM – 12:00 PM Learning and Development – LinkedIn Learning
- 12:00 PM – 1:00 PM Lunch
- 1:00 PM – 1:15 PM Group Photo
- 1:15 PM – 1:30 PM Walk to the Statehouse
- 1:30 PM – 2:30 PM Statehouse Tour
- 2:30 PM – 3:00 PM Wrap-up & Badge distribution

Parking: Parking is available at the Indiana Government Center Parking Facility (Washington Street Garage).

- The garage is located at 401 West Washington Street, Indianapolis, IN 46204
- Take a ticket and bring your ticket with you. We will validate it during Check-In.
- More Info: [IDOA Parking Services](#), [Government Center Parking Map](#)

Monday, May 4, 2026 Orientation Location: Indiana Government Center South, Conference Room B, 302 West Washington Street, Indianapolis.

- Please enter the Government Center South building using the Senate Ave entrance and proceed through security to the Indiana Government Center South Atrium.

Monday, May 18, 2026 Orientation Location: Indiana Government Center South, Conference Room B, 302 West Washington Street, Indianapolis.

- Please enter the Government Center South building using the Senate Ave entrance and proceed through security to the Indiana Government Center South Atrium.

Other: Please wear comfortable business casual attire and shoes. You may want to bring a sweater or jacket as room temperatures vary.

New employee paperwork

Federal law requires all employees to provide evidence of employment eligibility. Employees will receive a welcome letter from SuccessFactors to the email that is on their application prior to their start date with a link to complete their Form I-9 electronically in SuccessFactors. The instructions and list of acceptable documents are provided to assist you in completing the form. When you attend Orientation you must bring your original, unexpired documents. Please see the Form I-9 Acceptable Documents list. Photocopies **do not** meet the requirement.

- Government Issued Photo ID
- Review [Form I-9 Acceptable Documents List](#) to determine which documents to bring for employment verification.

Lunch & Breaks

Orientation attendees are given an hour break for lunch. Lunch is the responsibility of the new hire. Employees on day one will not have access to a refrigerator. Please keep that in mind if you pack a lunch. There is a cafeteria located on the lower level of the Indiana Government Center south building. It offers a variety of hot and cold meals, drinks, fresh breads and pastries, and fruit and salads.

- [Indiana Government Center - South, lower level map](#)

If you have questions prior to arrival, please contact your supervisor or human resources representative.