



# 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.

- 7:30 AM – 9:00 AM Check-in: Reception – GSI Bingo Activity
- 9:00 AM – 9:30 AM Welcome from INSPD's Director, Matt Brown and Cam Rowley
- 9:30 AM – 10:00 AM New Hire Paperwork; Safety procedures; Required Trainings
- 10:00 AM – 10:45 AM Navigating a Multigenerational Workplace – Zach Cramer
- 10:45 AM – 11:05 AM Guest Speakers – Governor's Summer Interns
- 11:05 AM – 11:45 AM ID Badges and Break
- 11:45 AM – 12:00 PM Learning and Development – LinkedIn Learning – Sara Holmes
- 12:00 PM – 12:25 PM Workplace Harassment Prevention/Standardized Policies – Kim Gander
- 12:25 PM – 12:45 PM Engagement Opportunities – Julie Fletcher
- 12:45 PM- 1:00 PM GSI Vision Board Activity
- 1:00 PM – 2:00 PM Lunch
- 2:00 PM – 2:05 PM Group Photo
- 2:05 PM – 2:45 PM GSI Vision Board – Presentations
- 2:45 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
  - Park in the Employee Only Garage 1 entrance and take a ticket
- Bring your ticket with you. We will validate it during Orientation.
- More Info: [IDOA Parking Services](#), [Government Center Parking Map](#)

**Monday, May 6, 2024 Orientation Location:** Indiana Government Center South, Conference Room C, 302 West Washington Street, Indianapolis.

- Please enter the Government Center South building using the Senate Ave entrance and proceed through security to Conference Room C.

**Tuesday, May 20, 2024 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 Conference Room B.

**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.
- If you plan to use direct deposit, please bring your personal banking information to include routing number and account number(s). You may elect to have your paycheck deposited into as many as four accounts.

All new employees are required to have their paycheck direct deposited. New employees who attend the Central Office Orientation (in Indianapolis) and do not have a bank account have the option of using the branch available on campus to open a new checking or savings account. If banking information is not entered, employees will receive a pre-paid debit card, which will be mailed to the address on file.

- [Mastercard pre-paid card](#)

## Lunch & Breaks

Orientation attendees are given an hour break for lunch at noon (ET). 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.**