

NEO Course Topics

Below are the the course topics covered in HR's New Employee Orientation, providing essential information and resources on policies, benefits, compliance, and workplace safety.

-  **Attendance and Leave Training**
Covers employment categories, leave types, and how to update personal info, view paychecks, and report time.
-  **Anti-Sexual Misconduct Awareness and Prevention**
Introduces FSU's sexual misconduct policies and your responsibilities as a new employee.
-  **Employee Assistance Program Overview**
Introduces the Employee Assistance Program (EAP) and how to access free, confidential support.
-  **Equal Employment Opportunity Training**
Details the basics of equal opportunity law and FSU's EEO policies—and how they apply to you.
-  **Insurance and Retirement Training**
Covers insurance and retirement benefits, plan options, deadlines, and eligibility across all FSU employee types.
-  **Family Educational Rights and Privacy Act (FERPA) Training**
Introduces FERPA and the laws and policies that protect student privacy at FSU.
-  **Hazard Communication: Your Right-to-Know**
Covers the importance of workplace safety and your role in creating a safe environment for yourself and others.
-  **Mental Health Awareness for Faculty & Staff Training**
Builds mental health awareness strategies to support a safer, more supportive campus.
-  **Overview of Employee & Labor Relations**
Explains how HR's Employee and Labor Relations team supports non-faculty employees and managers.

For questions about New Employee Orientation, contact Training & Organizational Development at training@fsu.edu or visit the Human Resources [website](#) for new employees.