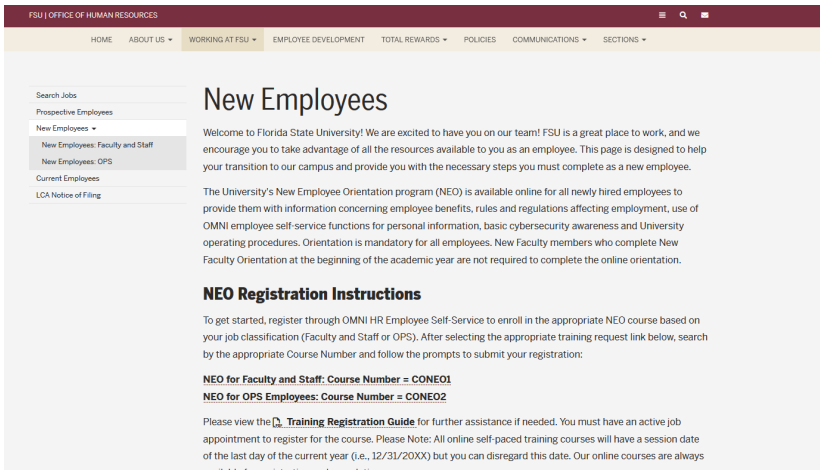
FSU | OFFICE OF HUMAN RESOURCES

# Monitoring New Employee Orientation (NEO) Completions

The University's New Employee Orientation program is available online for all newly hired employees to provide them with information concerning employee benefits, rules and regulations affecting employment, basic cybersecurity awareness, and University operating procedures. All Florida State University Employees are required by policy to complete FSU's New Employee Orientation (NEO). It is recommended that NEO be completed within the first 30 days of employment. New Faculty members who attend New Faculty Orientation at the beginning of the academic year are not required to complete the online orientation.

## How to Complete NEO

NEO is accessible from the New Employees website. New employees select the course registration link and register for the course corresponding to their job classification (CONEO1 NEO for Faculty & Staff or CONEO2 NEO for OPS Employees). The employee then receives a notification instructing them to log in to Canvas, accept their course invitation and access the NEO course.




## Monitoring NEO Completions

Department Representatives can monitor employee NEO completions using the following HR OMNI queries.

- **FSU_HR_TRN_COMP_CRS_NEO_OPSFLG** -This query returns employees classified as OPS who have and have not completed NEO.

- ***FSU_HR_TRN_COMP_CRS_NEO_SALFLG** – This query returns employees classified as faculty or staff who have and have not completed NEO.

## Access and Run Query

- Login to **myFSU**
- Click the **HR Module Link** under myFSU links.
- Click the dropdown menu and select either:
  - **Manager Self Service > Reporting Tools > Query Viewer**

  **or**
  - **Department Administration > Queries and Reports > Query Viewer**
- Search for one of the query names identified above.
- Enter the beginning and end hire date parameters for your search.
- Enter your department number to return active* employees hired between the stated date parameters.

- Remind the employees with "No" in the Completed column of the returned data to review the NEO presentations for their job classification (Faculty/Staff or OPS) and submit their Certification of Completion with their correct Employee ID to record their completion.
- All employees with an active job data code will be returned. This includes OPS employees with active job data but with no funding. If you have OPS employees whose funding has ended and do not plan to reappoint, you may complete the ePAF process to terminate the appointment.

## Reviewing Training Summary through Self-Service

Employees can review their own training summary to check for NEO Credit (Course Numbers: **CONEO1 or CONEO2)** through Employee Self-Service.

> **Navigation:** myFSU > HR > Employee Self Service > Learning and Development > Training Summary

- Managers can review training summaries for their direct and indirect reports to verify NEO Credit (Course Numbers: CONEO1 or CONEO2) through Manager Self-Service.

**Navigation**: myFSU > HR > Manager Self Service > Learning and Development > Training Summary > Select Employee

## Questions?

Contact the HR Training Staff at training@fsu.edu or 850.644.8724.