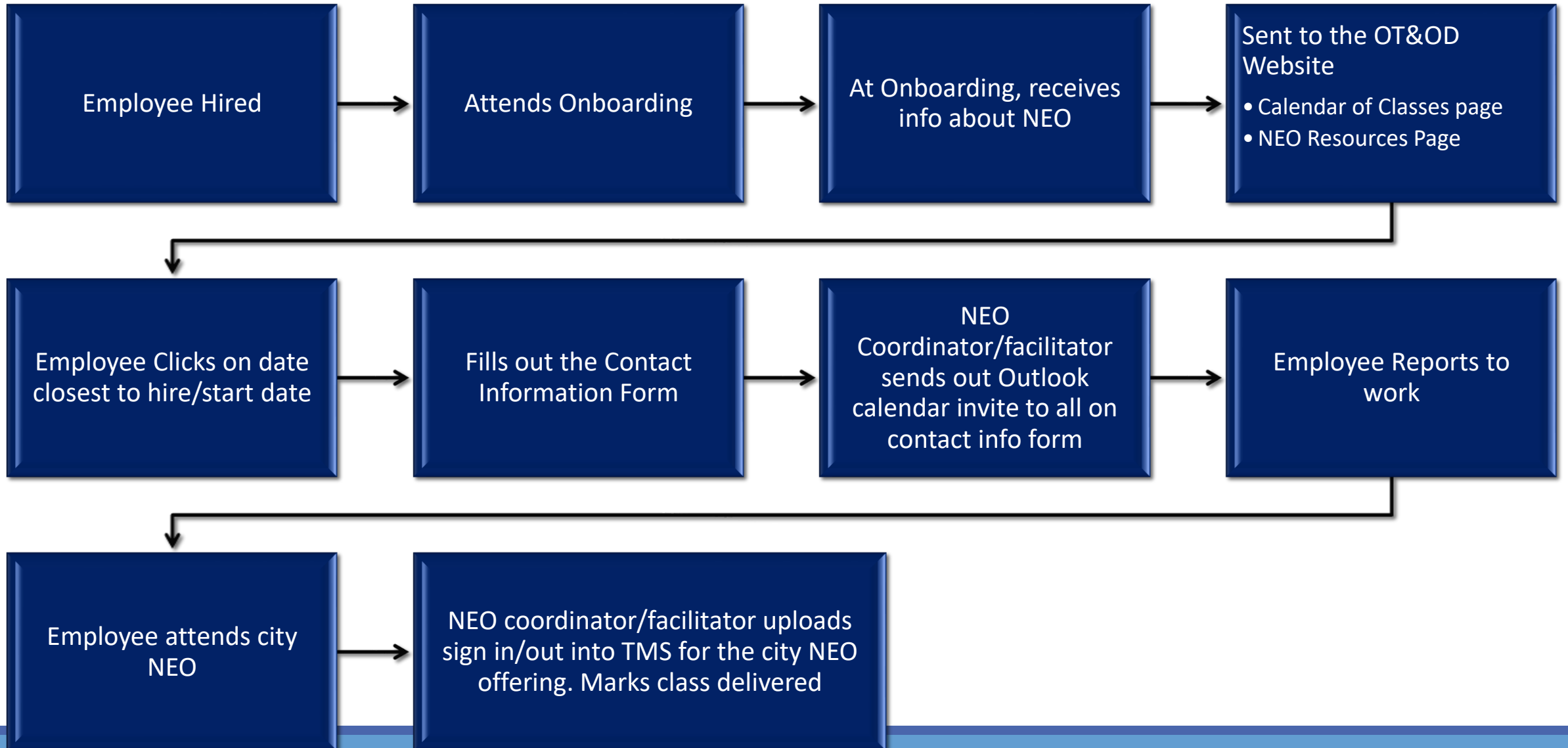


# NEO Registration Process

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A SIMPLIFIED VERSION

# Simplified NEO Registration Process





# NEO Information

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NEO IS PRESENTED VIRTUALLY  
OVER MS TEAMS LIVE EVENT



IT MUST BE COMPLETED  
WITHIN YOUR FIRST 30 DAYS



LET'S SHOW YOU HOW TO  
REGISTER.



RESIDENTS BUSINESS VISITORS

GOVERNMENT SERVICES CONTACT / SEARCH

Step 1. Go to Office of Talent & Organizational Development Website



Home > Human Resources Department > Office of Talent & Organizational Development Homepage

## OFFICE OF TALENT & ORGANIZATIONAL DEVELOPMENT

Welcome To The Office Of Talent & Organizational Development – The Center For Excellence



The Office of Talent & Organizational Development (OT&OD) offers comprehensive training solutions that significantly impact performance and organizational outcomes

Our consultancy is comprised of an experienced team of professionals with the knowledge and capabilities to design and implement strategies that help

### NAVIGATION

[Calendar of Classes](#)

[HR Home Page](#)

[Meet Our Team](#)

[OT&OD Home Page](#)

[Signature Programs](#)

<http://www.houstontx.gov/lhc/>



Step 2: Click on  
the Calendar of  
Classes

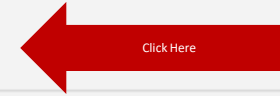


## NAVIGATION

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[Calendar of Classes](#)



[HR Home Page](#)

[Meet Our Team](#)

[OT&OD Home Page](#)

[Signature Programs](#)

[New Employee Orientation Resources](#)

## QUICK LINKS

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[Talent Management System \(TMS\)](#)



## CALENDAR OF CLASSES

Recently the Office of Talent & Organizational Development has overseen the addition of new classes to our Class calendar. View our most up-to-date offerings below for all current and upcoming class information.

### Available Courses

Click each panel below for more information.

#### ***NEO - New Employee Orientation***

New Employee Orientation is now offered virtually on Microsoft Teams.

**Per [Administrative Policy 3-33](#), all newly hired employees, or those rehired and have not successfully completed an HR sponsored new employee orientation within the twelve months prior to the rehire date, are required to attend.**

View the upcoming schedule of sessions below. If you are a new employee be sure to select the session closest to but after your start/Report to Work date. To register click a session and fill out the requested information. After submitting the information you will receive further instructions.

Month	Date	Registration Deadline
January	<a href="#">Wednesday, January 6, 2021</a>	12/30/2020
	<a href="#">Wednesday, January 20, 2021</a>	1/13/2021
February	<a href="#">Wednesday, February 3, 2021</a>	1/27/2021



# Step 3: Click on the NEO – New Employee Orientation Button



Step 4: Select the date nearest start/report to work date.

## CALENDAR OF CLASSES

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### Available Courses

Click each panel below for more information.

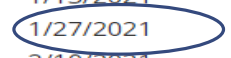
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Month	Date	Registration Deadline
January	Wednesday, January 6, 2021	12/30/2020
	Wednesday, January 20, 2021	1/13/2021
February	Wednesday, February 3, 2021	1/27/2021
	Wednesday, February 17, 2021	2/10/2021
March	Wednesday, March 3, 2021	2/24/2021
	Wednesday, March 17, 2021	3/10/2021



Watch for the Registration Deadline!

For more NEO resources click [here](#).



# Step 5: Fill out the Requested Information



1. Please enter your full name. \*

2. Please enter your employee ID. (Example: E123456 or T098765). This is shown on your report to work slip as "Employee No.:" \*

3. Please select your department \*

4. What is your report to work date as shown on your report to work slip? \*

5. What is the BEST email address for you? \*

6. What is a good contact phone number? \*

7. What is the name of your manager as shown on your report to work slip? \*







New Employee Orientation Registration Form: September 15, 2021

 Thanks!

Thank you for registering for New Employee Orientation. You will not receive an email confirmation.

[Submit another response](#)

[Create my own form](#)

Powered by Microsoft Forms |  
The owner of this form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information.  
| [Terms of use](#)



# Step 6: View a Thank you message



# NEW EMPLOYEE ORIENTATION RESOURCES

We offer a collection of New Employee Resources as a guide for those new to the City of Houston workforce. Check out all of the resources below during New Employee Orientation or anytime!

## NEW EMPLOYEE ORIENTATION INFORMATION

- [Employee Benefits Guide](#)
- [Helpful Information for New Employees](#)
- [Municipal Employee Guide](#)
- [New Employee Frequently Asked Questions](#)
- [NEO Break Information](#)

## NEW EMPLOYEE ORIENTATION PRESENTATIONS

- [Employee Rights and Responsibilities](#)
- [Health Benefits - Health Plans, Wellness, and More](#)
- [Deferred Compensation 457b Plan](#)
- [HOPE - Houston Organization of Public Employees](#)
- [Houston Municipal Employee Pension Information](#)
- [Safe Practices in the Workplace Presentation](#)
- [Office of Talent & Organizational Development NEO Team](#)

## Attendance Policy

Per Administrative Policy 2.22, all newly hired employees, or those rehired and have not successfully

# Form submitted. What next?

1. Go back to Office of Talent & Organizational Development website:  
<https://www.houstontx.gov/ld/c/>
2. Click on New Employee Orientation Resources
3. Download (and print): Helpful Information for New Employees, Municipal Employee Guide

# Lookout for Calendar Invite



v Employee Orientation [redacted] Access Links and Important Information



8:00 AM  All day  Time zones  
2:30 PM  Make Recurring

Welcome Email Notification Letter.pdf 182 KB  
January 6, 2021 New Employee Orientation Agenda.pdf 521 KB

use **you or your employee** are registered to attend the **online City of Houston New Employee Orientation** scheduled on **Wednesday, [redacted]** starting pro  
e information attached.  
contains the Teams **Live Event Attendee Join Link**, links to the downloadable resources, and information necessary for a successful orientation experience.  
**Agenda** – This is the agenda for the day.  
elow link to join the live event.

[ent Attendee Join Link.](#)



r the orientation. Information as to how will be provided during orientation. **The sign in sheet will include a short survey and is different than the contact informa**  
ommend bringing a brown bag lunch and eating while you watch the presentation.  
**Link** at any time. We recommend you do so to ensure that you have access to the event. Until the event has started, you will see a message stating that **"The Live**  
[yee Orientation resources page](#) and download and/or print out copies of the **Municipal Employee Guide**, the **Helpful Information for New Employees**, and any of

Be sure to check your email regularly as an Outlook Calendar Invite with the Live Event Access Link will be sent out the Thursday PRIOR to the Orientation date.

- Orientation Date – February 2, 2021.
- Registration Deadline – January 27, 2021.
- Outlook Calendar Invite – January 28, 2021

