

# Ivy Lane Iowa/Illinois Orientation Information



Orientation Date \_\_\_\_\_ Orientation Time \_\_\_\_\_

Store Number \_\_\_\_\_ Service Center Phone # \_\_\_\_\_

**Orientation Location:** (see directions provided)

- Ivy Lane Offices
- Davenport Country Inn and Suites
- Other – see additional instructions

**Dress Code:** Business Casual for all Ivy Lane meetings

Pants: Khaki or Dockers style cotton pants, neatly pressed

Shirt: Polo type shirt, sweater, or button down shirt, neatly pressed

Shoes: Leather dress style shoes

**Please note: Jeans, sweatshirts, sneakers and work boots are unacceptable**

**Misc.:** Cell phones and all other electronic devices must be turned off during orientation. Smoking is not allowed on the property.

## **What to Expect:**

You will be in a classroom setting for approximately 4 hours. You will participate in class discussions, watch slides and videos, and complete an orientation section in your training book. You are paid for this training

## **What to Bring With You:**

- a. This Form
- b. Your new hire paperwork that you completed with your Service Center Manager
- c. The forms of ID that you used to complete the Federal I-9 form
- d. A voided check or bank information if you choose direct deposit
- e. A completed Shoes for Crews order form or proof that you have acceptable safety shoes

## **Please remember:**

In order to attend orientation you must be on-time, be dressed properly, and have your two forms of Identification. We recommend that you arrive at least 10 minutes before the start of the class.

We are excited about you joining the VIOC family. If you have questions or issues prior to orientation, please contact your hiring Service Center Manager.

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## Directions to Iowa/Illinois Orientation Sites

### **Ivy Lane Offices**

1001 Grand Ave  
West Des Moines, IA 50265  
(515) 225-9029

From I-235 take the 8<sup>th</sup> Street Exit in West Des Moines  
Travel South from the exit to Grand Avenue  
Turn West on Grand 2 blocks until you see a red brick building on the South side of the street  
Park in the back lot away from the building  
Ivy Lane is located on the 1<sup>st</sup> floor – see the receptionist for directions to the training room

### **Davenport Country Inn and Suites**

140 E 55<sup>th</sup> Street  
Davenport, IA 52806  
(563) 388-6444

Directions:

From I-80 take the Brady Street south exit. The hotel is located on East 55<sup>th</sup> street just off of Brady. From Davenport take 53<sup>rd</sup> Street to Brady and go north 2 blocks to East 55<sup>th</sup> where you will turn west.

The hotel allows us to use their breakfast area for training. Please recognize that we must keep the room neat and clean and that all breakfast materials are to be left alone.

### **Other Locations Address**

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