



# AdWorks Agency New Employee Orientation

Advertising that is always on target.

# Topics

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About AdWorks

Accomplishments

Organization

Working with Clients

Health Insurance

Leave Time

Paperwork Process



# Getting to Know the Company



# About AdWorks

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- o Full service marketing, advertising, and design firm serving regional & national clients
- o Started in 1989
- o Build & Position Brands
  - o Print, TV, & Online



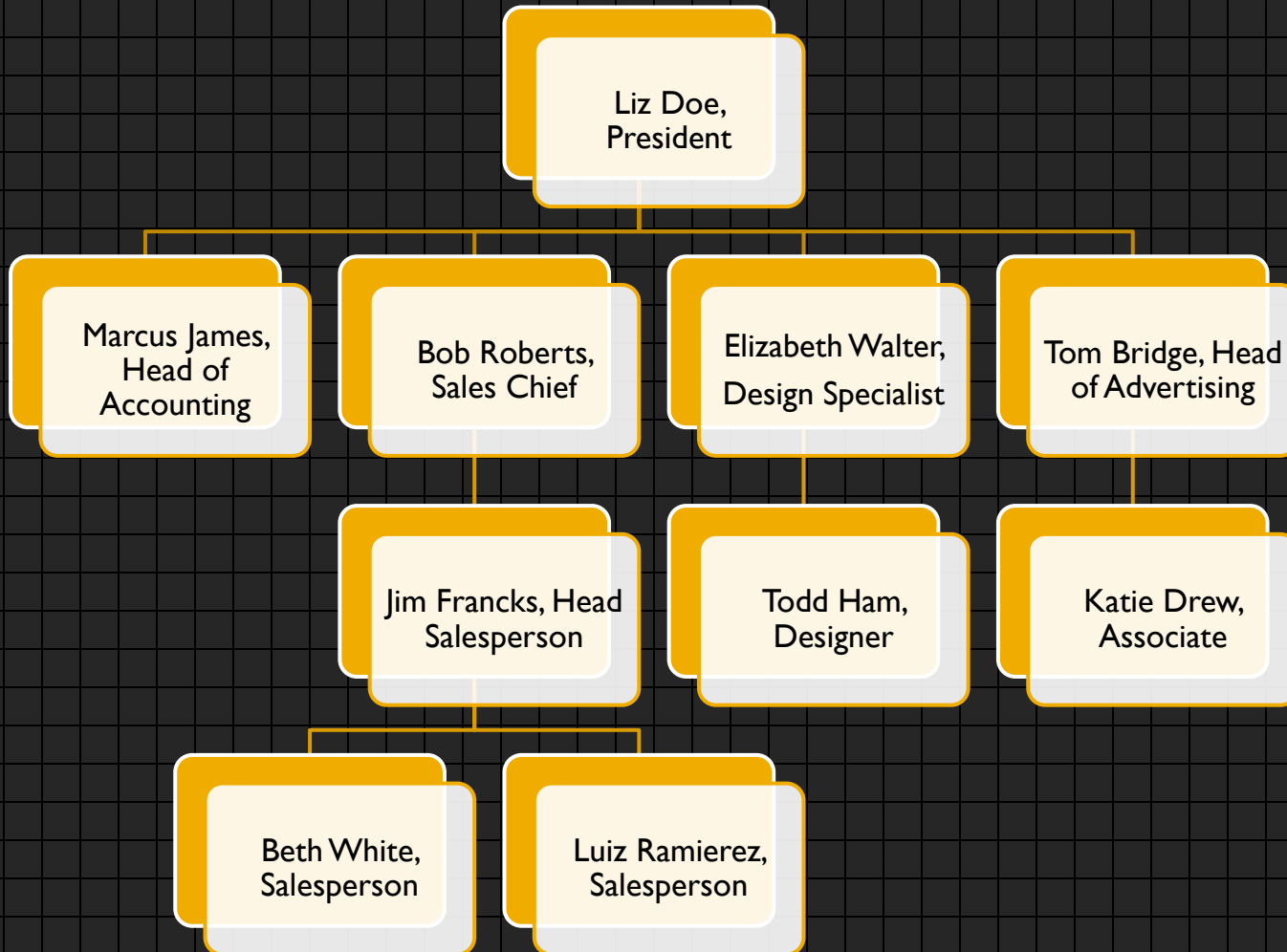
# Accomplishments

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- o 2008 Cleo Award Winner  
Print: Direct Mail
- o Triangle Business of the  
Year (2007)
  - o Local Disaster Relief Fund  
& Fight the Drought  
Awareness Ads
- o 2007 Ad:Tich Award for  
Best Banner Ad & Best  
Next Generation Ad



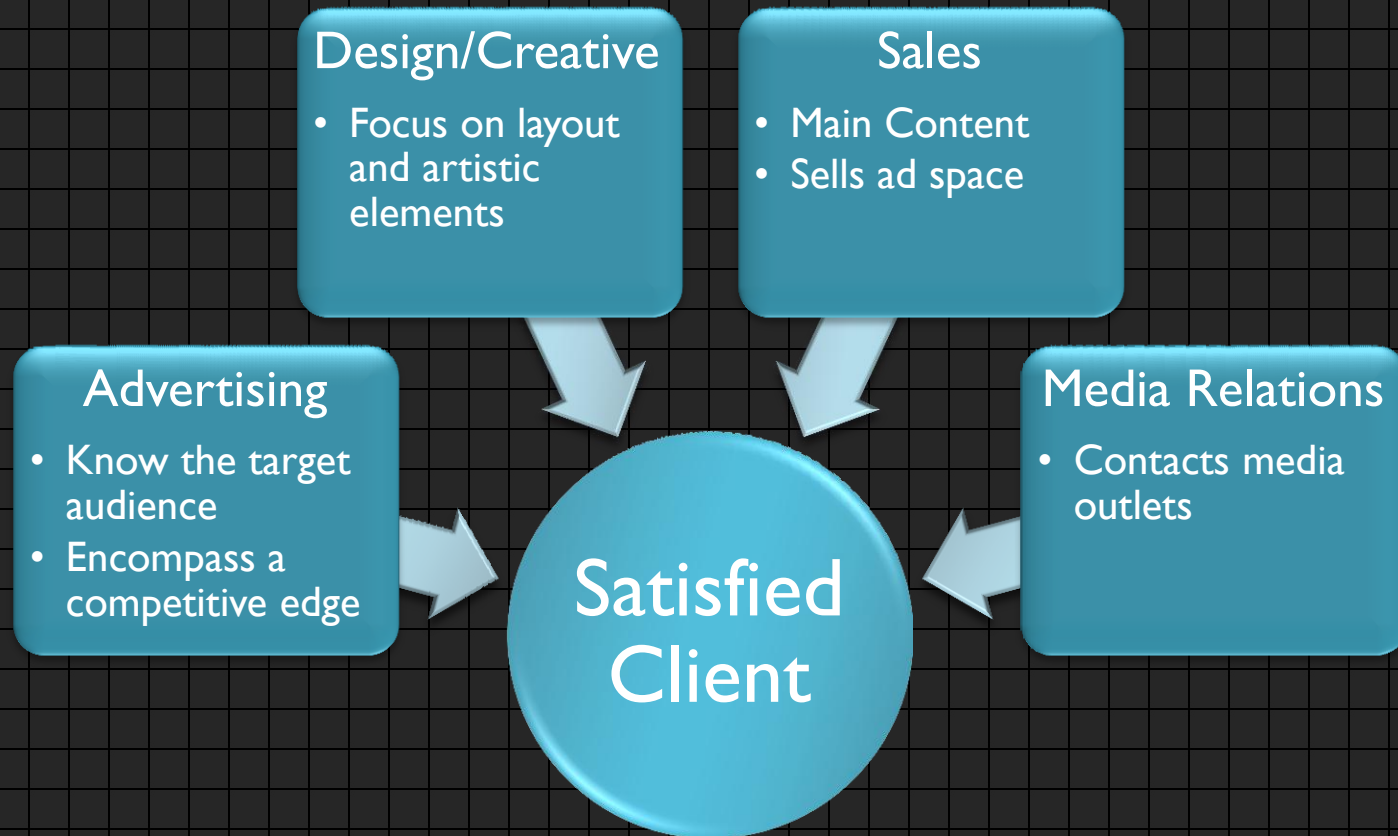
# Organization





# Working with Clients

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# Understanding Your Benefits





# Health Insurance

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We provide comprehensive medical coverage for individuals and families.

- o Benefits start on the first day of employment.
- o Coverage includes Preferred Provider Organization (PPO)
- o Over 1,000 providers in the local area.
- o Health Incentive plans available for “Get Fit Now” program.

# Leave Time

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## Paid Leave

- Jury Duty
- Disability
- Organ Donor
- Holidays
- Funeral
- Military
- Sick
  - 1 day per month
- Vacation
  - 12 days: 1-3 years
  - 1 day extra per year

## Unpaid Leave

- Family and Medical Leave
- Family Military Leave
- School Activity
- Non-approved Conference
- Maternity

# Paperwork Process

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Supervisor  
provides  
paperwork to  
employee

Employee  
submits  
paperwork within  
one week

- Tax Forms
- 401k
- Emergency Contact Information

# Resources

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- o Free Online Computer Training: Great website for Microsoft Office classes, Computer Basics, and more.
- o Offline Resources: See your manager
- o Financial and Retirement Planning

