

Non-exempt and Exempt Orientation Process – Working Document

Prior to first day	
Supervisor	<input type="checkbox"/> Advise those concerned of the new employee’s anticipated arrival (receptionist, department head, department secretary, co-workers,etc.)
Supervisor	<input type="checkbox"/> Provide these people with the new employee’s name and job assignment so they can make him/her feel welcome
Supervisor	<input type="checkbox"/> Arrange your own schedule so that you will be on hand to greet the new employee
Supervisor	<input type="checkbox"/> Arrange for a ULEAD mentor by contacting Kristi Flaherty (1-6922)
Sup/LHR	<input type="checkbox"/> Contact HR (Mary Buday 1-3937) – Was a meeting with new hire set up for tax papers and ID, and is status form in and processed
Sup/LHR	<input type="checkbox"/> Contact HR (Jordan Lee 1-7722) to ensure information has been entered in to system for AFS ID to be set up
Sup/LHR	<input type="checkbox"/> If information has been entered; make arrangements for local new hires to go to OIT to have AFS set up prior to start date (if desired)
Sup/LHR	<input type="checkbox"/> If AFS ID is set up, make arrangements for them to get a corporate time account
Sup/LHR	<input type="checkbox"/> Check with HR (Shanda Wirt 1-3262) – Was a meeting scheduled for orientation
Supervisor	<input type="checkbox"/> Ensure that office space is set up and equipped with all the essentials such as desk, phone and computer, as well as standard office supplies by contacting appropriate person i.e. Salem Davis for supplies, DCNS for computer, etc.
Supervisor	<input type="checkbox"/> Arrange for someone in the department to take the new employee to lunch during the first week if you cannot do so personally
Supervisor	<input type="checkbox"/> Identify individuals who can teach new employees basic tools, such as e-mail, Aleph, etc.

* In instances where there are two possible people on a project, responsibility for the tasks should be clarified.

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First Day	
Supervisor	<input type="checkbox"/> Extend a personal welcome
Supervisor	<input type="checkbox"/> Introduce him/her to members of department (prepare a list or chart of names, titles, and functions)
Supervisor	<input type="checkbox"/> Introduce new worker to your department head
Sup/Staff	<input type="checkbox"/> Point out locations of washrooms and other facilities (employee lounge, etc.)
Supervisor	<input type="checkbox"/> Show him/her desk or work area and nearest supply storage area
Sup/LHR	<input type="checkbox"/> Send to HR for meeting with Mary Buday and ID (if not already done)
Sup/LHR	<input type="checkbox"/> Send new hire to security for parking pass (if not already done)
Sup/LHR	<input type="checkbox"/> If HR has entered information into system, send new hire to OIT to get AFS ID and e-mail (if not already done)
Supervisor	<input type="checkbox"/> If not already done so, have them set up corporate time account
Sup/LHR	<input type="checkbox"/> Provide him/her the URL to the orientation website
Supervisor	<input type="checkbox"/> Review job description and provide a copy
Supervisor	<input type="checkbox"/> Explain specific job duties and responsibilities
Supervisor	<input type="checkbox"/> If applicable, explain the scheduled working hours, use of time cards or other means of reporting time, as well as lunch hours
Supervisor	<input type="checkbox"/> Review Library vision, direction, strategic objectives, culture, etc.

Within First Week	
Supervisor	<input type="checkbox"/> Arrange for Library tour and meet contacts in each department
Supervisor	<input type="checkbox"/> Inform him/her that there is a formal library tour given every fall and spring, and that they will be contacted prior to the upcoming one
Supervisor	<input type="checkbox"/> Arrange for training on e-mail, voice mail, PC, Aleph, etc. through individuals identified prior to new employees start date
Supervisor	<input type="checkbox"/> If applicable, contact Ross Ferguson to obtain keys
Supervisor	<input type="checkbox"/> Provide orientation to key policies and procedures
Sup/Staff	<input type="checkbox"/> Lunch with new hire and other colleagues
Supervisor	<input type="checkbox"/> Explain organization, function, and objectives of the department
Supervisor	<input type="checkbox"/> Discuss employee's working relationship to others in department and other University departments
Supervisor	<input type="checkbox"/> If applicable, discuss overtime policies
Supervisor	<input type="checkbox"/> If applicable, discuss policy on absences
Supervisor	<input type="checkbox"/> If applicable, discuss tardiness policy; stress importance of being on time
Supervisor	<input type="checkbox"/> If applicable, discuss telephone courtesy and personal phone calls

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