**Department of Human Resources**

**Orienting New Employees to their Role & the Department**

**New Employee Pre-arrival**

Name of the new employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Action** | **Completed (√)**  **Include date** | **Comments / follow-up** |
| --- | --- | --- |
| After confirmation of acceptance, contact the new employee to welcome him/her to the department.   * Confirm start date, whom and where to report on the first day. * Provide directions to the department/ building. * Suggest where to park on the first day or recommend that he/she makes parking arrangements before the first day by visiting the **Parking Services** website at [www.uwindsor.ca/parking](http://www.uwindsor.ca/parking) or by calling **extension** **2413**. * Discuss expected office attire. * Confirm hours of work. * Obtain information required to set-up the employee’s e-mail and computer accounts. |  |  |
| Send an informal announcement to the department to introduce the new employee, his/her professional background and start date. |  |  |
| Identify and prepare a meaningful first assignment for the employee to work on. The first assignment will assist you in identifying the new employee’s strengths. |  |  |
| Prepare the employee’s office or workstation.   * Ensure that the employee has the equipment required to perform the duties of the job. * Stock the office/workstation with basic office supplies. * Ensure the office/workspace is clean and welcoming. |  |  |
| Order applicable building and office keys by contacting **Facilities Services, Key Control Clerk at extension 2855**. |  |  |
| If applicable, make necessary arrangements to provide the new employee access to the department:   * Alarm system * Electronic access locks * Magnetic card swipes |  |  |
| Open a ticket through TeamDynamix to set-up an e-mail account, to obtain passwords and to set up the new employee’s computer with the required software. To open a ticket, go to <https://uwindsor.teamdynamix.com/TDClient/Requests/ServiceCatalog> |  |  |
| Open a ticket through TeamDynamix to set-up telephone services. To open a ticket, go to  <https://uwindsor.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9899> |  |  |
| Identify a “buddy” for the new employee. Meet with the “buddy” to discuss his/her role and expectations. |  |  |
| Review the Employee’s First Day checklist and gather the necessary materials and information. |  |  |
| Identify co-workers to be involved in the orientation and assign orientation responsibilities. |  |  |
| Identify and schedule required training based on job requirements and employee’s experience. |  |  |
| Schedule time to meet with the employee:   * 1 hour on the first day for orientation * ½ hour at the end of the first day for debriefing * Regular meetings during the probation period. (Weekly recommended) |  |  |
| If the new employee requires access to SIS:   * Go to the Office of the Registrar web-site: [www.uwindsor.ca/registrar](http://www.uwindsor.ca/registrar) * Click on “Faculty/Staff SIS” * Go to “Need Access to Faculty / Staff SIS?” and follow the instructions. |  |  |
| If the new employee requires access to UWinsite Finance:   * Go to the Finance Department web-site at <http://www.uwindsor.ca/finance> * Click on “Glossary of Policies, Procedures & Forms” * Go to “UWinsite Finance Access”, then “New User Form” and follow the instructions. * Make arrangements for training by contacting the Finance Department at extension 2143. |  |  |

**Checklist - The Employee’s First day**

Name of the new employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Action** | **Completed (√)** | **Comments** |
| --- | --- | --- |
| Be at the office to welcome the new employee. Schedule a minimum of 1 hour to meet with him/her. |  |  |
| Show the employee where to leave his/her coat and other personal belongings. |  |  |
| Discuss your plan for the first day including having lunch/coffee with the new employee. |  |  |
| Show the employee his/her office or workstation. |  |  |
| Officially introduce the new employee to the department. |  |  |
| Introduce the new employee to the “buddy” and explain the buddy’s role. |  |  |
| **Tour of the department and its surroundings**  **(it might be appropriate for this to be done by the “buddy”)** | | |
| Familiarize the new employee with his/her new environment. Conduct a tour of the department. Show the employee:   * Nearest washroom * Nearest exit * Evacuation procedures * Location of bulletin boards * Mail drop off points * Meeting rooms * Copying and fax area * Location of first aid kit * Fridge/kitchen area * Vending machines * Area where supplies are kept |  |  |
| **Information to discuss with the new employee** | | |
| Explain work hours, over time policy and procedures, lunch and meal breaks. |  |  |
| Explain the procedures for reporting absences or tardiness, including who and where to call. |  |  |
| Explain the procedure for requesting vacations and time off. |  |  |
| Review paid holidays |  |  |
| Review the department’s Mission, goals and areas of priority. |  |  |
| Review the reporting structure. |  |  |
| Explain the importance of their job and how it fits within the department and the University. |  |  |
| Discuss position and probationary period reviews. |  |  |
| Provide the employee with a copy of the job description. |  |  |
| Provide the employee with copies of the department’s manuals, procedures, and work samples for them to review and to be discussed at a later meeting. |  |  |
| Provide the employee with the list of co-workers’ telephone extensions and e-mail addresses |  |  |
| Discuss key policies and safety procedures for the department. |  |  |
| Provide an overview of privacy, confidentiality and code of conduct. |  |  |
| **At the end of the meeting** | | |
| Remind the employee of the New Employee Orientation requirements listed in their letter of appointment. |  |  |
| Remind employee, if they have not done so, to contact the **Human Resources Department at extension 2049** to schedule the Benefits Orientation and to complete necessary paperwork. |  |  |
| Ask the employee to arrange meetings with co-workers to get to know everyone’s roles and responsibilities (this will assist the employee in increasing their understanding of the department) |  |  |
| Inform the new employee of upcoming meetings that he/she needs to attend. |  |  |
| Discuss probation period and meeting dates. |  |  |
| Schedule follow-up meetings to cover material not covered on day one |  |  |