**Department of Human Resources**

**Orienting New Employees to their Role and 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 them 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 the new employee make 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 and lunch/break times.. * 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, their 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 and Key Control.** |  |  |
| If applicable, make necessary arrangements to provide the new employee access to the department:   * Alarm system * Electronic access locks * Magnetic card swipes (i.e. UWinCard) and Printing Access |  |  |
| 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 and print access. To open a ticket, go to <https://uwindsor.teamdynamix.com/TDClient/Requests/ServiceCatalog> |  |  |
| Open a ticket through TeamDynamix to set-up telephone services as needed. 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 their 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. The manager and supervisor can check recommendations on the new employee [general onboarding guide here](https://www.uwindsor.ca/humanresources/services-initiatives/employee-recruitment/information-managers-department-heads/orienting-new-employees). |  |  |
| Identify and schedule required training based on general onboarding recommendations as well as departmental and position specific requirements based on the employee’s experience. |  |  |
| Schedule time to meet with the employee:   * First day for orientation * End of the first day for debriefing * Regular meetings during the probation period. (weekly meetings recommended) |  |  |
| If the new employee requires access to the UWinsite Student:   * Visit the Office of the Registrar website: [www.uwindsor.ca/registrar](http://www.uwindsor.ca/registrar) |  |  |
| If the new employee requires access to UWinsite Finance:   * Go to the Finance Department web-site and submit a new access ticket at <http://www.uwindsor.ca/finance> * Make arrangements for training by contacting the Finance Department. |  |  |

**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 and schedule time for the leader and team members to meet with the employee regarding orientation and the required Health & Safety training to be completed in the first two weeks in the position (if a new employee to the University). |  |  |
| Advise the employee where to leave their coat and other personal belongings. |  |  |
| Discuss the plan for the first day and initial first few weeks including having lunch/coffee when possible. |  |  |
| Show the employee their office or workstation. |  |  |
| Officially introduce the new employee to the department team. |  |  |
| 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 and ensure they are aware of the following:   * Employee washrooms * Nearest exit * Evacuation procedures * Location of Health & Safety online boards * Mail drop off points * Meeting rooms * Printer/Workcentre area(s) * Location of first aid kit, fire extinguishers and fire alarms * Fridge/kitchen area * Office supplies area and ordering procedures |  |  |
| **Information to discuss with the new employee** | | |
| Explain work hours, lieu/overtime time policy and procedures, lunch and meal breaks. |  |  |
| Explain the procedures for reporting absences or appointments, including who and where to call. |  |  |
| Explain the procedure for requesting vacations and time off. |  |  |
| Review University Observed holiday schedule. |  |  |
| Review the University and departmental mission, goals and areas of priority. |  |  |
| Review the reporting structure. |  |  |
| Explain the importance of the employee’s position and how it fits within the department and the University. |  |  |
| Discuss position and probationary period reviews. |  |  |
| Provide the employee with a copy of their position description. |  |  |
| Provide the employee with access to 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 team member telephone extensions and e-mail addresses or refer to the UWindsor online directory. |  |  |
| 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 team members to better understand the team roles and responsibilities. |  |  |
| Inform the new employee of upcoming meetings that they will need to attend and add to any standing departmental or team meetings. |  |  |
| Discuss probation period and meeting dates. |  |  |
| Schedule regular touchpoints to connect with the new employee for additional orientation or training that will assist in their transition in their new role. |  |  |