SPA Exempt Employee Orientation Checklist

Employee Name:

Department: University Library

Supervisor:

Start Date:

Week One: Department Orientation

The Department

___ Introduce your new employee—send a brief email to the all staff list or to Library Line libline@unc.edu (optional)
___ Introduction of co-workers
___ Location of restrooms, water fountains, vending machine, employee lounge
___ Where to keep purse/wallet or other valuables
___ Assign keys
___ Ipods/CD players at work
___ Eating/drinking at the workstation
___ Conduct and appearance
___ Give employee department description to review (to be discussed in 2nd week)
___ Give employee department goals to review (to be discussed in 2nd week)
___ Provide employee with job description and work plan to review (to be discussed in 2nd week)

Administrative Details

___ Work schedule
___ Flex time (if applicable)
___ Meals and breaks
___ Introduction to TIM http://www.unc.edu/finance/fd/c/pr/tim/cbt/spa_exempt/spa_exempt.htm
___ Login to TIM: http://unctim.unc.edu/employee
___ Location of departmental policies and procedures
___ ONYEN/Email account set up: https://onyen.unc.edu/cgi-bin/unc_id/services
___ How to use email
___ Email Susan Wrenn (wrenn@email.unc.edu) with employee’s PID for card access to Davis Library and for key assignments
___ Email Susan Wrenn (wrenn@email.unc.edu) with employee’s PID number for card access to Davis
___ Contact Desktop Support to schedule Systems orientation (962-1288)

Attendance and Leave

___ Whom to notify about illness or tardiness
___ Requesting Annual leave
___ Meeting and Conference Attendance
Telephones/Copiers/Supplies/Mail/Housekeeping
- Email Susan Wrenn (wrenn@email.unc.edu) for telecom requests
- Departmental policy on personal phone calls at work
- How to use telephone
- Location of copier
- Policies on using the copier
- Supplies: how to request/where to get
- Mail: location of mail box /where to deposit
- Departmental housekeeping procedures

Safety and Security:
- Workplace Safety: http://ehs.unc.edu/workplace_safety/
- Safety on the job (reporting occupational safety concerns, etc)
- Security (reporting incidents, location of automatic alarms, etc)
- Emergency procedures (fire, location of first aid kit, etc.)
- What to do if you have an accident or injury
- What to do if a non-library employee has an accident or injury

Week Two: Department Orientation

The Library
- Discuss the organization of the library
- Discuss the library units
- How to find library materials using the library’s online catalog
- Discuss the Library’s media policy http://www.lib.unc.edu/blogs/news/index.php/media-policy/

The Department
- Discuss department goals with department head and supervisor
- Discuss department description
- Discuss department goals

SPA Policies and Performance Management
- SPA Policies: http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/
- Discuss job duties, work plan and performance expectations

NOTE: A Work Plan must be completed/signed by all parties within 30 days of the new employees hire date; supervisors must conduct a 3 month performance appraisal once the employee has worked under their current work plan for at least 3 months. You may visit the Office of Human Resources website for more information: http://hr.unc.edu/index.htm (search SPA Performance Management Policy).

Required Training
- Workplace Safety training: http://ehs.unc.edu/training/neo.shtml
- Preventing Sexual Harassment & Preventing Employment Discrimination training: http://training.newmedialearning.com/top_level/uncchapelhill_choice.htm

NOTE: New employees are required to complete the training associated with these topics. The training modules can be accessed by entering the URL. Employees have 30 days from their date of hire to complete the training and return a copy of the certification forms to the Library Personnel Office.

Employee’s signature __________________________________________ Date ____________

Supervisor’s signature __________________________________________ Date ____________
Return completed checklists to Human Resources Facilitator, Library Personnel Office, CB #3932