EPA Employee
Orientation Checklist

Employee Name:
Department:
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/docs/epa_manual_non-java.pdf
___ 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
___ Contact 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
___ 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

EPA Performance Appraisal Policies

H:\Library Personnel Office\2012 EPA Performance Appraisal Documents

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