



## Department Orientation for New Employees – Guidelines for Supervisors

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### Summary

Effectively orienting new employees to the campus and to their positions is critical to establishing successful, productive working relationships. The employee's first interactions with you should create a positive impression of your department and the campus. The time you spend planning for the new person's first days and weeks on the job will greatly increase the chance for a successful start.

### Guiding Principles

An effective orientation will:

- Foster an understanding of the campus culture, its values and its diversity
- Help the new employee make a successful adjustment to the new job
- Help the new employee understand her role and how she fits into the total organization
- Help the new employee achieve objectives and shorten the learning curve
- Help the new employee develop a positive working relationship by building a foundation of knowledge about campus mission, objectives, policies, organizational structure and functions

### Before the Employee Arrives

The new employee orientation (NEO) process begins before the employee comes to work. Planning ahead for your new employee's arrival will allow you to spend productive time on that first day. So, before the employee arrives you should:

- Have job description template completed with detailed information as to duties of the position
- Notify everyone in your unit that a new person is starting and what the person's job is
- Ask the other staff members to welcome the new employee and encourage their support
- Prepare interesting tasks for the employee's first day
- Make a copy of the job description, university and department organization charts
- Ensure the employee's work location is available, clean, and organized
- If possible, identify a staff member to act as a guide for the first week
- Put together a list of key people the employee should meet and interview to get a broader understanding of their roles
- Arrange for a building and office key if necessary
- Draft a training plan for the new employee's first few months



### The First Day on the Job

A new employee may be anxious about starting a new position. Try to create a comfortable environment and remember not to overwhelm the new employee with too much information on the first day. Orientation is a continuing process, so there will be plenty of time to give the employee all the necessary information. On the first day, you should:

- Give a warm welcome and try to reduce any nervousness the new employee may feel
- Discuss your plan for first day and first week
- Introduce the employee to other staff members (as available)
- Arrange to have lunch with the new employee
- Show the new employee around the office
- Review the job description (employee to sign), departmental expectations and organizational charts
- Review telephone, fax, e-mail, and Internet use
- Refer the employee to Human Resources for questions about benefits and pension plans ([benefits@stfx.ca](mailto:benefits@stfx.ca))

### Follow-up Meetings

Over the next few weeks, schedule meetings with the employee to discuss the following:

- **Employee's overall impressions.** Find out how the employee perceives your department so far. If there are any problems or concerns, address them
- **Department work guidelines.** Review your department's work guidelines with the new employee. Discuss attendance guidelines, call-in procedures, and requests for time off
- **Security.** Discuss your department guidelines on security, such as keeping doors, cabinets, and file drawers locked etc.
- **Training plan.** Discuss your training plan with the employee. Consider incorporating any changes the employee suggests. Implement any changes that you both agree upon.
- **Other resources.** Tell the employee about any other resources that will help, such as the Business Office, Payroll or your department's internal and external mail services.



### Department Orientation Checklist

Orientation Topic:	To be completed:	Completed:
<b>Before Arrival:</b>		
Agreed start date and time	Before start date	
Letter of Offer returned with signature AND Employee Record Form for Payroll processing	Before start date	
IT Services New Account Form	Submit as soon as possible	
Directions to the Department	Before start date	
Parking information	Before start date	
Schedule for the first day or first week (if possible)	Before start date	
Brief information about the department and personnel	Before start date	
Job Description (HR template) completed	Before start date	
<b>Warm welcome to department</b>		
Lunch with Supervisor and anyone else in department	Week 1	
<b>Registration Information:</b>		
Supply bank details for direct payment	Before start date	
Supply Social Insurance Number	Before start date	
Human Resources appointment for Benefits/Pension enrolment if eligible	Week 1	
<b>Work area tour:</b>		
Tour of work area and first introductions	Day 1	
Entrances and car parking	Day 1	
Washrooms	Day 1	
Provide required keys	Day 1	
Common room / drinks facilities / food facilities	Day 1	
Emergency exits / procedures	Day 1	
IT – Access to WebFX	Day 1	
IT – Access to Email	Day 1	
<b>Orientation Topic:</b>		
<b>To be completed:</b>		
<b>Completed:</b>		
<b>Job Introduction:</b>		
Introduction to colleagues and supervisors	Week 1	
Supervision / whom to approach for assistance	Day 1	
Discuss daily working hours and personal commitments	Day 1	
Requirements of the position (sign job description)	Week 1	



Probation period and objectives	Week 1	
Office organization: stationery/mail/photocopiers/post	Week 1	
Staff meetings	Week 1	
Confidentiality and Ethics	Week 1	
Travel and Reimbursement (if applicable)	Week 1	
Key Contacts (Finance /HR Dept, etc)	Week 1	
<b>Health &amp; Safety:</b>		
Smoking policy /Scent Free policy	Day 1	
Evacuation procedure / Fire drills	Day 1	
First Aid / Accident Reporting	Week 1	
Work station adjustments	Week 1	
<b>Policies / Practices:</b>		
Code of Conducts	End of Induction	
IT / Email / Internet Use	End of Induction	
Information Security	End of Induction	
Harassment & Bullying	End of Induction	
Training opportunities	End of Induction	
Financial Regulations	End of Induction	
Expenses & claims (if applicable)	End of Induction	
Study Leave/Research funding (if applicable)	End of Induction	
<b>More Key Information:</b>		
Book new employee for University New Employment Orientation (Call HR)	Week 1	
IT Support (Helpdesk, website)	Week 1	
Daycare Information (Also on web)	Day 1	
Benefits, pension and payroll information and contacts	Day 1	
Sports Facilities	Week 1	
Stores/food facilities on campus	Week 1	