

EPA Non-Faculty Employee Orientation Checklist

Employee Name:	
Department:	
Start Date:	Position:
Supervisor:	
Department:	

Week One: Department Orientation

The Department

- Introduction of co-workers
- Location of restrooms, water fountains, vending machine, employee lounge
- Where to keep purse/wallet or other valuables
- Assign keys
- Lunch and breaks
- I pods/CD players at work
- Eating/drinking at the workstation
- Conduct and appearance
- Give employee department description (to be discussed in 2nd week)
- Give employee department goals (to be discussed in 2nd week)
- Provide employee with job description and work plan (to be discussed in 2nd week)

Administrative Details

- Work schedule
- Introduction to TIM: http://www.unc.edu/finance/payroll/tim/CBT/epa_exempt/epa_exempt.htm
- Log in to TIM: <https://unctim.unc.edu/wfc/logon>
- 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 Tiffany Allen (Tiffany_Allen@unc.edu) with employee's email address for library listservs
- Contact Susan Wrenn (wrenn@email.unc.edu) with employee's PID number for card access to Davis
- Use of/how to use library online catalog
- Contact Desktop Support to schedule Systems orientation

Attendance and Leave

- Whom to notify about illness or tardiness
- Requesting Annual leave
- Adverse Weather Policy: <http://hr.unc.edu/Data/SPA/leave/adverseweatherleave>
- Meeting and Conference Attendance
- Travel and Funding Guidelines: <http://www.lib.unc.edu/personnel/guidelines.pdf>
- Contact Desktop Support to schedule Systems orientation

Safety and Security: (<http://ehs.unc.edu>)

- ___ 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

Telephones/Copies/Supplies/Mail/Housekeeping

- ___ Departmental policy on personal phone calls at work
- ___ How to use telephone
- ___ Location of copier(s)
- ___ Policies on using the copier(s)
- ___ Supplies: how to request/where to get
- ___ Mail: location of mail box /where to deposit
- ___ Housekeeping procedures/liaison

Week Two: Department Orientation

The Library

- ___ Discuss the organization of the library
- ___ Discuss the library units
- ___ How to find a library materials: for employees who have not already learned this during job training, show how to use online catalog, then how to locate the item once the call number has been found.

The Department

- ___ Discuss department goals with department head and supervisor
- ___ Discuss department description
- ___ Discuss relationship of job description, work plan and performance expectations
- ___ EPA Non-Faculty Policies: <http://hr.unc.edu/epanf/epa-nf-pol/?folderView=collapsed>
- ___ The University has Policy Statements on Employment Discrimination, Sexual Harassment, and Racial Harassment that apply to all members of the University community. Information on those policies may be found by visiting: <http://www.unc.edu/campus/policies.html>. New employees are required to complete the training associated with these University policies. The training programs can be accessed by visiting: http://training.newmedialearning.com/top_level/uncchapelhill_choice.htm. **Employees have 30 days from their date of hire to complete the training and return a copy of the certification form 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