



Administrator's Guide for Orientating & Onboarding a New Faculty Member



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| Faculty Member Name: | | | |
| Department: | | Appointment Type: | |
| Division: | | Academic Rank: | |
| Western ID | | Start Date: | |

Part 1: Up to Six Weeks Before (If Applicable)

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| | <ul style="list-style-type: none"> <input type="checkbox"/> Order new/upgraded computer equipment (if required) <input type="checkbox"/> Set up telephone services (Contact your directory coordinator) <input type="checkbox"/> Request access to required resources (Internet, Engineering network account/drives) |
| | Draft a training/orientation plan for the new employee's first few months (include key contacts) |
| | (If applicable): Immigration/Work Permit – Ensure that all documentation has been submitted by the New Faculty Member (ie. Permanent Resident Card, Work Permit, etc) |
| | ADMINISTRATIVE ROLES ONLY (including CHAIRS, DIVISIONAL LEADERS, ETC.) <ul style="list-style-type: none"> • Discuss mentor or buddy opportunities with current holder of the position/department chairs |

Part 2: The Week Before (If Applicable)

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| | <ul style="list-style-type: none"> <input type="checkbox"/> Ensure work area is prepped, cleaned and stocked with basic office supplies <input type="checkbox"/> Ensure phone/internet has been set up <input type="checkbox"/> Obtain temporary parking cards (if needed) <input type="checkbox"/> Update Department directory / Distribution lists |
| | Send out announcement containing information about the new hire's background, anticipated start date, role and how to reach them. |
| | Request building card access once you have obtained the Western ID for the new hire. Inform new faculty member that keys must be requested by the employee. The supervisor/hiring manager will be contacted to confirm their request. |

Part 3: The First Day (If Applicable)

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| | Provide Western Faculty Member – Orientation Checklist & token gift from Western Engineering's merchandise (ie: mug, pen). |
| | Review the overall orientation plan and ask about further needs. |

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| | Chair to review the employee's role and their expected outcomes. |
| | Review your unit's structure, mission, vision and values, and explain how the employee's role contributes to these and to the goals of the unit. |
| | Tour of office/building (review emergency exits/protocol) |
| | Explain the formal and informal performance management and performance development processes |
| | <p>Review key behavioural expectations and Departmental norms:</p> <ul style="list-style-type: none"> • Telephone, e-mail and internet use, as well as copy and fax use • Protocols for sharing common resources • Covering of absences • How to notify supervisor of planned or emergency absences • Unit/Department/Division social/departamental events • Unit's health and safety practices • Discuss how vacation requests are handled |
| | <p>Review office policies and procedures:</p> <ul style="list-style-type: none"> • After hours and weekend office access • Office organization (files, supplies, office slides, business cards, etc.) • Office resources (directories, manuals, documentation) • Unit/Department/Division Meetings • Confidentiality • Emphasize the importance of the Code of Conduct/Equity & Human Rights • Available Western Engineering ITS support • Review Health & Safety information (http://www.uwo.ca/hr/safety/topics/first_aid.html) |

Part 4: The First Week (If Applicable)

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| | Introduce employee to key contacts and set up meetings |
| | <p>Ensure completion of on-line training modules, which may include but is not limited to:</p> <ul style="list-style-type: none"> • <u>Required training for all roles:</u> <ul style="list-style-type: none"> ○ Accessibility in Service ○ Safe Campus Community—Preventing Harassment, Violence, and Domestic Violence at Western ○ Health and Safety Awareness Training – Supervisor or Worker ○ Basic WHIMIS—Workplace Hazardous Materials Information System • <u>Required training based on work/study area*:</u> <ul style="list-style-type: none"> ○ Laboratory Safety (When you register, search for the course number "LABHW") ○ Biosafety (When you register, search for the course number "BIOSA") ○ Radiation |

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| | <ul style="list-style-type: none"> ○ X-Ray Safety (Complete the registration form and submit, you will receive a follow-up email message with further instructions) ○ Laser Safety ● Employment Equity Survey <p>*<u>Note</u>: Training may be required before an individual can be given access to a lab</p> |
| | Ensure employee is aware if there is additional training required by their role and book any additional role-specific safety training. |
| | Assist employee with obtaining their WesternOne (ID) Card from Student Central in Western Student Services Building, Room 1120 (Once they have received their Employee ID number). |

Part 5: After The First Month (If Applicable)

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| | <p>Chair or delegate to schedule meetings to discuss:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How the employee perceives the department so far; address any concerns? <input type="checkbox"/> Are there enough opportunities to learn and grow? How can you support their ongoing development? <input type="checkbox"/> Are they running into any hindrances to their productivity? What are they and how are they affected by them? <input type="checkbox"/> What suggestions for improvement do they have? <input type="checkbox"/> Ask if they need assistance setting up their first Mentorship Committee meeting. <input type="checkbox"/> Discuss career development and plans for the future. <input type="checkbox"/> Continue providing regular informal feedback by having frequent discussions about assignments, productivity, and comfort level. |
| | Provide information about continued learning opportunities, additional training and support services. The Educational Assistance Program (EAP) site describes financial support programs for continued learning. |
| | Follow up to ensure training has been completed. |

Part 6: Ongoing (If Applicable)

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| | <p>Sign up for the below Leadership courses through Faculty Relations:</p> <ul style="list-style-type: none"> ● BASICS Leader Course / Summer Academic Leader / Leadership Forum |
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