



Staff Member Orientation & Onboarding Checklist



Employee Name:	
Job Title:	
Start Date:	

Part 1: The First Day/Week	
	With your supervisor, review your role and the expected outcomes (ensure you understand what is expected of you during the first few weeks)
	Ask how you will communicate with your supervisor or receive support as you orient to your role
	Familiarize yourself with the physical space of your work area: <ul style="list-style-type: none"> • Where to hang your coat • Store/eat your lunch • Where the washrooms are
	<p>Ask your Supervisor about:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Working hours, and how lunches and breaks are managed <input type="checkbox"/> Telephone, e-mail and internet use, as well as copy and fax use <input type="checkbox"/> Protocols for sharing common resources (printer, fax, etc.) <input type="checkbox"/> Covering of absences <input type="checkbox"/> How to notify supervisor of planned or emergency absence <input type="checkbox"/> Unit social events <input type="checkbox"/> Unit Health and Safety practices <input type="checkbox"/> Probationary period (if applicable) <input type="checkbox"/> Formal and informal performance management and performance development <input type="checkbox"/> How vacation requests are handled
	<p>Review office policies and procedures with your supervisor:</p> <ul style="list-style-type: none"> • After hours and weekend office access • Office organization (files, supplies, etc.) • Office resources (directories, manuals, documentation) • Staff meetings
	<p>Review Western's policies and procedures</p> <ul style="list-style-type: none"> • Access to Information and Protection of Privacy • Non-Discrimination / Harassment Policy • Rights and Responsibilities of Academic Freedom • Accessibility at Western • Health and Safety Policy • Conflict of Interest • Employee Assistance Program

Part 2: ACTION ITEMS for the first week

	<p>Obtain WesternOne (ID) Card at Student Central in Western Student Services Building, Room 1120. A photograph is required, so an appointment may be required. This is used for building access and can also be used to pay for food at on-campus eateries.</p>
	<p>Set up your DIRECT DEPOSIT information online in order to be paid and set up in payroll.</p>
	<p>Set up Parking Permit online. You will need to pick up your transponder at the Support Services Building (SSB) Rm: 4150.</p>
	<p>Set Up Western Identity/Email online. You should receive a letter from Western that will provide you with your USER ID and Password.</p> <ul style="list-style-type: none"> • Obtain user ID and password • Review Western's Email Policy • Activate your account • You can FORWARD emails from your uwo email, if applicable • Note: It is extremely important for you to either use your UWO email on a regular basis or forward your UWO email to the email you use the most, as important information will be provided to you through your UWO email e.g. information regarding possible payment.
	<p>Set up your telephone Voice Mail.</p>
	<p>Keys – Ask your Department’s Administration Officer (or if in the Dean’s Office your Supervisor or Sue Chapman) if there are specific keys you will need to request and submit your request online HERE. Confirm if you will need card access to buildings with your Department Administrative Officer.</p>
	<p>Western Benefits (Full Time only – if applicable) – Ensure you have attending your benefit appointment with central Human Resources as you will not be paid until this is completed.</p>
	<p>Complete Employment Equity and Diversity Survey</p>
	<p>Complete Health and Safety Training online</p> <ul style="list-style-type: none"> • Required training for all roles: <ul style="list-style-type: none"> ○ Accessibility at Western (AODA) - Service ○ Workplace Hazardous Materials Information System (WHMIS) - Comprehensive ○ Employee Health & Safety Awareness / Supervisor Health & Safety Awareness ○ Safe Campus Community - Preventing Harassment, Violence and Domestic Violence at Western (Violence in Workplace Bill 168) <p>Note: All individual links above direct you to OWL (Online Western Learning) Portal to complete the specific training</p> <ul style="list-style-type: none"> • Required training based on role. Please consult your supervisor: <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 ○ X-Ray Safety (Complete the registration form and submit, you will receive a follow-up email message with further instructions) ○ Laser Safety

Part 3: Helpful Information / Links

Western Links:

- [Campus Maps](#)
- [Holiday Schedule](#)
- [Western Building Acronyms](#)
- [Human Resources \(Western\)](#)
- [Research Western](#) (*information on research and funding opportunities*)
- [Financial Services](#) (*information on travel discounts, Professional expense reimbursements, finance policies*)
- [Western Information Technology](#) (*computer resources for your '@uwo.ca' account*)
- [Teaching Support Centre](#) (*resources on teaching support, research resources, mentoring, Faculty programs & information sessions*)
- [Western Book Store](#) (*information on ordering classroom materials*)
- [Western Libraries](#)
- [Rehabilitation Services](#) (*information on work accommodations and ergonomics assessments*)
- [Central Human Resources](#)
- [School of Graduate and Postdoctoral Studies \(SGPS\)](#)
- [Office of Faculty Relations](#)
- [Campus Recreation](#)
- [Western News](#)

Engineering Links:

- [About Engineering](#) (overall glance of Western Engineering) / [Engineering's Strategic Plan](#)
- [Undergraduate Services \(US\)](#)
- [Postgraduate Education \(PGE\)](#)
- [Research - Engineering](#)
- [Engineering Help Desk](#) –*Computer/printer related issues can be initially directed here (ext:88112)*
- [Departments](#)
 - *[Civil & Environmental Engineering](#)
 - *[Chemical & Biochemical Engineering](#)
 - *[Electrical & Computer Engineering](#)
 - *[Mechanical & Materials Engineering](#)
- [Institutes & Groups](#)
 - *[Boundary Layer Wind Tunnel Laboratory](#)
 - *[Institute for Chemical and Fuels from Alternative Resources \(ICFAR\)](#)
 - *[Insurance Research Lab for Better Homes](#)
 - *[Wind Engineering, Engineering and Environment Dome \(WindEEE\)](#)
 - *[Fraunhofer Project Centre for Composites Research \(FPC\)](#)
- [University Machine Services \(UMS\)](#)
- [Engineering Dean's Office](#)
 - * [Alumni & Development](#)
 - * [Human Resources](#)
 - * [Communications](#)
 - * [Co-op & Career Services](#)
 - * [Finance & Stores](#)
 - * [External Services](#)
- [Intranet \(Eng Account\)](#) – Must log in with EngAccount ID/Password
- [Time Tracker](#)
- [Engineering Events Calendar](#)
- [Engineering Faculty/Staff Awards](#)