

DEPARTMENT/FACULTY CHECKLIST - ORIENTATION

Employee Name: _____

Position Title: _____

Start Date: _____

Position Number: _____

		ARRIVE
1	Assign Mentor/Buddy	
2	Review job description, explain probationary period, performance evaluations, job training	
3	Review Organizational Structure and provide Org Chart	
4	Review general hours of work, workload, sick leave reporting, vacation accrual	
5	Review following UBC Policies and Statements (Staff and Faculty Hires):	
	UBC Respectful Environment Statement for Students, Faculty and Staff http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf	
	UBC Bullying and Harassment On-line Information http://bullyingandharassment.ubc.ca/	
	Human Resources' Bullying & Harassment On-Line Information Powerpoint Presentation http://01.cms.ubc.ca/AssetFactory.aspx?did=47128	
	Policy #2: Employment Equity http://universitycounsel.ubc.ca/files/2010/09/policy2.pdf	
	Policy #3: Discrimination and Harassment http://universitycounsel.ubc.ca/files/2013/08/policy3.pdf	
	Policy #104: Acceptable Use and Security of UBC Electronic Information and Systems http://www.universitycounsel.ubc.ca/files/2013/06/policy104.pdf	
	UBC Information Security Standards http://cio.ubc.ca/securitystandards	
	Review following UBC Policies and Statements (Faculty Hires Only):	
	Policy #51: Curriculum Vitae and Publications Record http://universitycounsel.ubc.ca/files/2010/08/policy51.pdf	
	Policy #85: Scholarly Integrity http://universitycounsel.ubc.ca/files/2013/04/policy85.pdf	
	Policy #87: Research http://universitycounsel.ubc.ca/files/2014/03/policy87.pdf	
	Policy #97: Conflict of Interest and Conflict of Commitment http://universitycounsel.ubc.ca/files/2012/02/policy97.pdf	
6	Introduce New Employee to Staff and Faculty within your Faculty/Department	
7	Tour of Office and Building (kitchen, washroom, lunch room, fire alarm, exit doors)	
8	Provide support and assist new employee in new position for first 3 month period	
9	Help employee integrate into UBC community for first 3 months (e.g.. lunch and coffee breaks)	
10	Encourage new employee to contact Welcome Relocation Centre http://www.hr.ubc.ca/worklife-relocation/	
11	Introduce new employee to UBC-specific stakeholders (eg Security, Payroll, Research Services)	

DEPARTMENT/FACULTY BEST PRACTICES - ORIENTATION

Appointment Type	BCGEU HR Auxiliary	BCGEU Auxiliary Appt	BCGEU Ongoing	RA/Tech	M&P Term	M&P Ongoing	Faculty Tenure/Tenure Track	Faculty Term (without review)	Librarians	Adjunct	Research Associates	Lecturer	Sessional Lecturers	Post doctoral Fellows	Visiting Professor	Visiting Scholar
Assign Mentor/Buddy	Yes (HR Associate)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Dean or designated person)	Yes (done by Dean or designated person)	Yes (done by Chief Librarian or designated person)	n/a	Yes (done by Dean or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)
Review job description, explain probationary period, performance evaluations, job training	Yes (done by HR)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Yes, Head or Supervisor	n/a	n/a
Review Organizational Structure and provide Org Chart	Yes (done by HR)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Chief Librarian or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	n/a	n/a
Review general hours of work, workload, sick leave reporting, vacation accrual	Yes (done by HR)	Yes (done by Supervisor or by Dept's designated person)	Yes (done by Supervisor or by Dept's designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Chief Librarian or designated person)	Yes (done by Head or designated person)	Yes, (done by Head or Supervisor)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes, (done by Head or Supervisor)	n/a	Yes, (done by Head or Supervisor)
Review Policies and Statements (Staff and Faculty): Policies #2, 3, 104, Respectful Environment Statement, Bullying and Harassment Information, HR's Bullying and Harassment PowerPoint, Security of UBC Electronic Information, Security Standards	Yes (done by HR)	Yes (done by Supervisor or by Dept's designated person)	Yes (done by Supervisor or by Dept's designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Supervisor or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Chief Librarian or designated person)	Yes (done by Head or designated person)	Yes, (done by Head or Supervisor)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes, (done by Head or Supervisor)	Yes (done by Head or designated person)	Yes, (done by Head or Supervisor)
Review Policies (Faculty Specific): Policies #51, 85, 87, and 97	n/a	n/a	n/a	n/a	n/a	n/a	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Chief Librarian or designated person)	as applicable	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes (done by Head or designated person)	Yes, (done by Head or Supervisor)	Yes (done by Head or designated person)	Yes, (done by Head or Supervisor)
Introduce New Employee to Staff and Faculty within Faculty/Department	n/a	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (done by Chief Librarian or mentor/buddy)	Yes (Dean or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	as applicable	Yes (Supervisor)
Tour of Office and Building (kitchen, washroom, lunch room, fire alarm, exit doors)	n/a	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	Yes (done by Chief Librarian or mentor/buddy)	as applicable	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor)
Provide support and assist new employee in new position for first 3 month period	Yes (HR)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	Yes (done by Chief Librarian or mentor/buddy)	as applicable	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor)
Help employee assimilate into UBC community for first 3 months (e.g.. lunch and coffee breaks)	Yes (HR)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	Yes (done by Chief Librarian or mentor/buddy)	as applicable	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor)
Encourage new employee to contact Welcome Relocation Centre	n/a	If 8 month appt or longer (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	If 8 month appt or longer (Supervisor or Mentor/Buddy)	If 8 month appt or longer (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	If 8 month appt or longer Dean or Mentor/Buddy)	If 8 month appt or longer Chief Librarian or Mentor/Buddy)	as applicable	If 8 month appt or longer (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	as applicable	Yes (Supervisor or Mentor/Buddy)	n/a	n/a
Introduce new employee to UBC-specific stakeholders (eg Security, Payroll, Research Services)	Yes (HR Associate)	If 8 month appt or longer (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	If 8 month appt or longer (Supervisor or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	Yes (Dean or Mentor/Buddy)	If 8 month appt or longer Chief Librarian or Mentor/Buddy)	as applicable	If 8 month appt or longer (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Head or Mentor/Buddy)	Yes (Supervisor or Mentor/Buddy)	as applicable	as applicable