

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 https://hr.ok.ubc.ca/wp-content/uploads/sites/71/2018/05/BullyHarassment-On-Line-Information-May2018.pdf | |
| | Policy #2: Employment Equity https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Employment-Equity-Policy_HR10.pdf | |
| | Policy #3: Discrimination and Harassment https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Discrimination-Policy_SC7.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 https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/Research-Policy_LR2.pdf | |
| | Policy #97: Conflict of Interest and Conflict of Commitment https://universitycounsel-2015.sites.olt.ubc.ca/files/2019/08/COI-Policy_SC3.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 |