

Orientation Websites

The screenshot displays the website's header with navigation links: Home, Prospective Students, Current Students, Alumni, Community, IT, MY U OF C, CONTACTS, and a search bar. The main banner features the text "Libraries and Cultural Resources" over a gallery image, with the University of Calgary logo on the right. A secondary navigation bar includes Home, Contacts, Library, Archives, TFDL, Museum, Press, and Scholarly Communication. A left sidebar lists various site sections, with "LCR Staff Orientation" highlighted. The main content area is titled "LCR Staff Orientation" and contains three sections: "Supervisor Information" with links to checklists and forms; "Libraries and Cultural Resources Overview" with links to homepage, organization chart, and staff directory; and "Staff Orientation" with links to campus cards, checklists, and orientation tours.

- [LCR Staff +](#)
- [Support Staff Council +](#)
- [IS2 Project](#)
- [Weblinks](#)

[Privacy Information](#)

Search this site

Google™ Custom Search

Quick Links

- [Employment Opportunities](#)
- [Privacy Information](#)

Technical Services

- [Information Technology Services](#) (LCR)
- [Information Technologies](#) (UCIT) - (This link includes information on: IT computing, eID and UofC Portal, Access to Administrative Windows Resources, SecurID, Oracle Calendar Account, PeopleSoft Training and Application Training)
- [Email Account](#)
- [Mailman Lists/Listservs](#)
 - [Current LCR Mailing Lists](#) (Please email [Shannon MacGillivray](#) for access.)
- [PeopleSoft Support Centre](#)
- [UC Portal](#)

University Overview

- [Campus Navigation](#)
 - [Directory of Buildings](#)
 - [Map](#)
 - [Online Staff Directory](#) (Teleweb)
 - [Virtual Tour](#)
- [Campus Recreation](#)
- [Campus Services](#)
 - [Bookstore](#)
 - [Campus Security](#)
 - [Child Care](#)
 - [The Den and The Black Lounge](#) (Run by Students' Union.)
 - [Food Court](#) (This is located on the main and lower levels of the MacEwan Student Centre.)
 - [Food Services](#)
 - [Grad Lounge](#) (Run by Graduate Students' Association.)
 - [Microstore](#)
 - [Parking](#)
 - [Pharmacy](#) (On the main level of the MacEwan Student Centre.)
 - [Stor](#)
 - [President's Blog](#)
 - [U of C Home](#)

Human Resources

- [LCR Human Resources](#)
- [Central Human Resources](#)
 - [Mission](#)
 - [Statement on Principles of Conduct](#)
- [Support Staff](#)
- [Management and Professional Staff](#)
 - [MaPS website](#)
- [Academic Staff](#)
- [Career Opportunities](#)
- [Healthy U of C](#)
- [Learning and Development](#)
- [Payroll](#)

LIB-INTRANET UCI LIBRARIES

Home | Emergencies | **Departments/Divisions** | Forms | Policies/Procedures | Worktickets | A-Z

Home » Departments » T&OD » New Employee Orientation Program (NEOP)

- **TODAC Home**
- **About TODAC**
- **New Employee Orientation Program (NEOP)**
- **Library Training Programs and Resources**
- **Campus Training Programs and Resources**

New Employee Orientation Program (NEOP)

Welcome to the UCI Libraries!

The UCI Libraries' New Employee Orientation Program (NEOP) will introduce you to the organization and prepare you for success in your vital role at the Libraries, the intellectual crossroads of the UCI community. Thank you for joining our dynamic organization and supporting our efforts to develop and share knowledge on campus and beyond. We look forward to your future success!

The NEOP consists of two parts:
[Part I: Checklists & Reference Guide](#)
[Part II: Presentation Modules](#)

Please view a [welcome message](#) from Gerald J. Munoff, University Librarian.

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[Comments and Suggestions](#)

LIB-I INTRANET **UCI LIBRARIES**

Home | **Emergencies** | Departments/Divisions | Forms | Policies/Procedures | Worktickets | A-Z

Home » Departments » T&OD » New Employee Orientation Program (NEOP)-part1

Google™ Custom Search

- **TODAC Home**
- **About TODAC**
- **New Employee Orientation Program (NEOP)**
- **Library Training Programs and Resources**
- **Campus Training Programs and Resources**

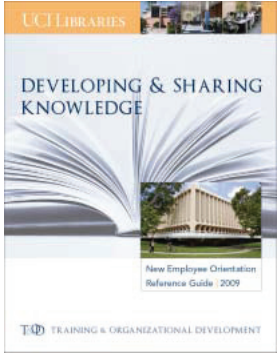
NEOP Part I

Part I includes checklists of procedural, job-specific and departmental information to prepare you for your daily work. The checklist orientation is conducted by your supervisor, colleagues, and administrative staff during your first month at the UCI Libraries.

The New Employee Orientation Reference Guide includes information about the orientation process, training, emergency preparedness, and benefits. The Guide also provides useful links and a glossary of terms and acronyms.

Orientation Master Checklist

- [Orientation AUL Div Checklist](#)
- [Orientation Business Office Checklist](#)
- [Orientation Facilities Checklist](#)
- [Orientation IT Checklist](#)
- [Orientation Kim Bishop Checklist](#)
- [Orientation LAUC I Checklist](#)
- [Orientation LHR Checklist](#)
- [Orientation Supervisor Checklist](#)



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The screenshot displays the UCI Libraries Lib-Intranet website. At the top, the header features the text "LIB-INTRANET UCI LIBRARIES" in a stylized font. Below the header is a navigation menu with tabs for "Home", "Emergencies", "Departments/Divisions", "Forms", "Policies/Procedures", "Worktickets", and "A-Z". The current page path is "Home » Departments » T&OD » New Employee Orientation Program (NEOP)-part2". A search bar with the text "Google™ Custom Search" and a "Search" button is located on the right side of the navigation bar.

The main content area is divided into two columns. The left column is a blue sidebar with a list of links: "TODAC Home", "About TODAC", "New Employee Orientation Program (NEOP)", "Library Training Programs and Resources", and "Campus Training Programs and Resources". The right column has a white background and contains the following text:

NEOP Part II

Part II includes a series of four modules is intended to familiarize you with the work of the UCI Libraries as an organization. These modules explain the Libraries' vision, plans, and culture and review the work of our divisions and departments.

Module 1: Introduction to the UCI Libraries: Developing & Sharing Knowledge
Module 2: Library Administration, Administrative Services & Technical Services
Module 3: Collections & Public Services
Module 4: Team/Committees, E-Resources, Emergency Preparedness & the Libraries' Values

At the bottom of the main content area, there are two links: "◀ Back" and "Top of Page ▲".

Below the main content area is a light green footer section containing the following text:

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The bottom portion of the page is a solid dark blue area.

University of Colorado at Boulder CU: Home | Search | A to Z | Map

[Chinook](#) | [Articles](#) | [Reserves](#) | [Research Guides](#) | [Site Search](#)

Chinook Plus

Ask Us: [email](#) | [chat](#) | [phone](#)

[Home](#) | [Research Resources](#) | [About the Libraries](#) | [Services](#) | [Libraries & Departments](#) | [Libraries A-Z](#)

Orientation
libadmin@colorado.edu
303-492-8684 (ph)
303-492-1881 (fx)
Norin, M450

- Home
- Pre-Employment
- First Week
- First Month
- Beyond the First Month
- Quiz

Campus Map

Planning Your Visit To Boulder

Supervisors


University Libraries > Orientation

Orientation for New Libraries Employees


Congratulations on your new hire and welcome to the University Libraries!

You know the basics of your new position but there's so much more to learn as you become a member of the Libraries Community. We've put together some procedures and resources to get you oriented to the Libraries, the University and the Boulder Community. To get started, please use the links to the left.


Welcome aboard!



Jim Williams
Dean of Libraries




John Culshaw
Administration



Suzanne Larsen
Collections & Services

Libraries Executive Committee



Colorado
University of Colorado at Boulder


Contact University Libraries: [email](#) | [chat](#) | [phone](#)
University Libraries, 184 UCB, 1720 Pleasant Street, University of Colorado, Boulder, CO 80309-0184
Libraries Information 303-492-8705 | Research Desk 303-492-7521
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home | sitemap | quicklinks

University of Georgia Libraries

SEARCH:



home >> human resources >> training and development >> [new employee orientation](#)

New Employee Orientation

Orientation provides new employees with an overview of the University's and the Libraries' culture that assures an understanding of policies and procedures necessary to function efficiently in the environment. Orientation is addressed at various levels: Libraries, University and Department.

All newly hired faculty and staff must report to the Libraries' Human Resources Department at 8:00 a.m. on their first day of employment for Libraries' orientation ([New Employee Orientation](#)), which is designed to:

- Supplement the job-related orientation provided by the unit/department;
- Provide an overview of the Libraries' organization and it's culture;
- Introduce you to key personnel/groups and the roles that they play in the organization; and
- Assure an understanding of policies and procedures necessary to function efficiently.

At that time they will also complete the online Form I-9, Employment Eligibility Verification, E-Verify, and review the information in the New Employee Orientation presentation and [checklist](#). The checklist may be accessed [online](#) so that you may read further about the policies, benefits and services available to you as a University of Georgia employee.


All newly hired employees (faculty, staff, temporary, and student workers) should also complete the University of Georgia's [online orientation](#) on their first day of employment. All of the necessary employment forms and policy information, a benefits overview, and basic Right to Know information are contained in the orientation session. After completing the online orientation, please bring all of the completed forms to the Libraries' Human Resources Department, so that your employment paperwork can be finalized and submitted to the appropriate UGA department.

Should you need specific information about your individual benefits profile, you are encouraged to attend a Q & A session held the first and third Monday of each month from 9:00 - 10:30 a.m. by the University's Employee Benefits Department. These sessions are held in the Employee Training & Development Center located on Mitchell Street.

In addition, programs are being planned that acquaint staff on a continuous basis with the workplace by providing practical information sessions on topics that directly impact work performance and related compensation.

Libraries Human Resources

- Employment Opportunities
- Training and Development
 - Auditing of Classes by Employees
 - Links to Resources
 - **New Employee Orientation**
 - Training, Conference & Travel Funding Guidelines
 - UGA Tuition Assistance Program
- Staff Resources
- Libraries Events Calendar
- Athens Information



Last Updated: NaN/NaN/NaN
 Send us your comments about this site
 © 2007 University of Georgia. All rights reserved.
<http://www-test.libs.uga.edu/humres/training/newemployee.html>

Library Welcoming and Orientation

Getting a new employee off to a good start can make a big difference in how welcome they will feel and it will improve their ability to quickly become effective in their position. Do all that you can to make the "on boarding" process as smooth as possible for them by officially welcoming and orientating your new employee to your part of the organization.

Three Main areas of orientation:

Organizational Level Orientation

New employees need to understand the organizational vision, culture and the ongoing strategy for The Library. An overview must be provided by the leadership within the organization.

- Mike Ridley will meet with the employee within their first week if possible to provide the U of G vision, explain the role of the CIO and to speak about The Library in context with CCS and Organizational Services. 30 – 45 minutes.
- One Associate Chief, Helen, or Catherine will meet with the employee within their first week if possible, to provide insight into The Library's overall relationship with the campus, the Library vision, culture, integrated plan and their role as Associate Chief Librarian. 30 – 45 minutes.

Directorate Level Organization (The Library and Organizational Services)

Additional meetings and plans will be scheduled specific to the new employee's role so that they can quickly understand the various Library service areas and how their role and service area fit within the overall organization. It will also be important for new employees to learn about Organizational Services support.

- Within the first month, the new employee will meet with each of the Managers to understand their service areas – 30 minutes for each (up to 7 meetings)
- Within the first month, the new employee will spend time in the front line service area(s) to better understand our client needs and how we provide them with support
 - Schedule a meeting with ? and then assign new employee to one of the Staff.
- Within the first month the new employee will meet with the AD of Organizational Services to get an overview of the support services offered

ORGANIZATIONAL SERVICES

- ▶ Communications
- ▶ Evaluation & Analysis
- Facilities Services
- ▼ Finance and Administration
 - ▶ CCS Finance
 - ▼ CCS HR & Administration
 - ▼ Hiring Information
 - CCS Welcoming and Orientation
 - Library Welcoming and Orientation**
 - Administrative Matters
 - CCS Welcoming and Orientation
- ▶ Library Finance
- ▶ Library HR & Administration

More like this

- [CCS Welcoming and Orientation](#)
- [CCS Welcoming and Orientation](#)
- [September](#)
- [Departments](#)
- [Personnel and Administration](#)

Functional Development (position within the Department)


- The New Employee should meet with their Manager within the first week to discuss their role and how they can get support – the discussion should include outline of key responsibilities as well as the regular responsibilities and expectations. An outline of progression to learn and integrate into role can be provided. Job shadowing and info about things they need to do specific to their role can be identified.
- Orientation program – one staff member will be assigned to the new employee, to begin on their first day, to provide extra support. This will include a more involved orientation for the first week. Lunch the first day, events around campus, a campus walking tour, answering any other questions that come up if they are able. A regular 'check in' role beyond that for the first month.

PreArrival CheckList


- Contact Organizational Services Support Staff to complete New Hire checklist.
- Prepare work space/office assignment.
 - Contact Kirk Sprague: ksprague@uoguelph.ca
- Requests Keys/Codes
 - Contact Kirk Sprague: ksprague@uoguelph.ca
- Manager send announcement/email to listserv announcing the new hire and his/her background
 - Library Listserv: liball@listserv.uoguelph.ca
- Computer Systems Requirements
 - Organizational Services Personnel will contact IT Services Jeff Walker: jewalker@uoguelph.ca to inform IT of the staff start date and location
 - Hiring Manager will contact IT Services with computer and access requirements
- Hiring Manager to prepare the first day, first week and first month agenda for new hire (will need to be scheduled in Gryph Calendar)
- Hiring Manager to review calendar to schedule appropriate meeting times during the new hires first weeks

First Day/First Week

- Organizational Services Support Staff to ensure that the new hire meets with H.R. to enrol in benefits
 - Karen Devries: kdevries@uoguelph.ca
- Organizational Services Support Staff to refer the new employee to the Online Orientation available at:
- Manager to discuss agenda for the first week
- Manager to officially introduce the new hire to the entire department – walk around with Manager or Orientation staff member on first AM or day if possible
- Manager to discuss purpose of unit, department, and the role of other employees

- Manager to introduce the Orientation program, which is to begin on their first day and to provide extra support.
 - To be provided by designated personnel
 - Conduct tour of floor, building, other appropriate facilities
 - Advise employee of phone extension and brief training or point to the online guide
 - Advise the new employee on where to park, and how to arrange for a University parking permit. (Parking Services, Trent Building, Trent Lane, ext 52118)
 - Show new employee where to find shared drives, printer, useful documentation and so forth
 - Go to lunch
 - Ensure the new hire gets ID card, keys ID Card Authorization Form
 - Provide orientation of Fire and Emergency
 - Ext 52000 (Police, Fire, Accidents, Illness)
 - Fire alarm procedures
 - Emergency Exits and Building evacuation procedures
 - Location of fire extinguishers
 - Emergency First Aid Kit
 - Provide information on Gryph Calendar
- Manager or designate to meet with the employee at the end of the first day to answer any questions
- Meeting with Mike within the first week
 - Mike Ridley: mridley@uoguelph.ca 
- Meeting with Associate Chief Librarian within the first week

First Month and Three/Six Month

- Manager to arrange meeting with Organizational Services Associate Director
 - Kelly Bertrand: kbertran@uoguelph.ca 
- Attend LC Library Council meeting (if appropriate)
- Introduce the employee to key University resource contacts associated with their work (if applicable)
- Review the Performance Review process for P & M staff
- Manager in consultation with the employee, identify job-related learning needs; develop and implement appropriate training plan
- Manager meet with the employee and their designated staff member to discuss progress with orientation and to plan further measures to address unmet needs

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Website Info

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[Accessibility](#)

University of Guelph

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Guelph, Ontario, N1G 2W1
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redefine THE POSSIBLE.

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[Faculties](#) • [Libraries](#) • [Campus Maps](#) • [York U Organization](#) • [Directory](#) • [Site Index](#)

[Staff](#) > [Librarians Group and Sabbaticals](#) > [New Librarians Info](#)

Information Page for New Librarians and Archivists

Welcome to York University Libraries!

The following links may be of interest to you as you adjust to life at York. If you have any questions about this information, please don't hesitate to ask any member of the Librarians' Group Executive (or any of your colleagues!). The current members of the Librarians' Group Executive are:

- William (Bill) Denton -- Chair, wdenton@yorku.ca, ext 2 0006
- Michael Moir -- Treasurer/Vice-Chair, mmoir@yorku.ca, ext 22457
- Andrea Kosavic -- Secretary, akosavic@yorku.ca, ext 20459

YORK UNIVERSITY LIBRARIES

- [Current list of Librarians and Archivists](#)
- [York University Library Departments and Branches](#)
- [Library Hours](#)
- [York University Libraries Organizational Chart](#)
- [York University Libraries Meeting Calendars](#)
- [York U Library News, succeeds Library E-News \(2005 - 2007\)](#)
- [Librarian's Group: Composition and Rationale](#)
- [List of Subject Librarians](#)
- [Guidelines for Library Standing Committees](#)
- [Guidelines for Library Task Forces and Non-Standing Committees](#)
- [List of Policy and Procedures Documents](#)
- [Affirmative Action Plan for York University Libraries](#)

RESEARCH SUPPORT FOR LIBRARIANS AND ARCHIVISTS

- [Research Support website](#)
- [Research and Awards committee website](#)
- [Calendar of grant opportunities](#)
- [Conference Travel Funds - to access the form to apply, click here](#)
- [Librarians' Research Grants \(guidelines\)](#)
- [Professional Expense Reimbursement](#)
- [A quick primer on scholarly communications](#)

ADMINISTRATIVE INFORMATION FOR LIBRARIANS AND ARCHIVISTS

- [Business Cards -- contact Gillane A. Beard, ULO, ext 22375](#)
- [List of various YUL forms, including leave requests, conference travel, etc.](#)
- [Vacation and Leaves of Absence](#)
- [Technical hints and tips \(setting up your email, free software, where to go for help\)](#)
- [Text from Collective Agreement on Workload of Professional Librarians](#)
- [York University Faculty Association \(YUFA\) Information](#)
- [York University Faculty Association Collective Agreement](#)
- [York University Faculty Association Constitution](#)

YORK UNIVERSITY

- [York Y-File \(daily newsletter\)](#)
- [Research Centers and Institutes](#)
- [York University's Resource Centres](#)
- [York Telephone and Email Directory](#)
- [York University Senate Policies, Procedures, and Regulations](#)

YORK UNIVERSITY SERVICES

- [Campus Maps](#)

- [Parking Information](#)
- [Division of Continuing Education](#)
- [Recreation York](#)
- [Cooperative Childcare Centre](#)
- [Ombudsperson and Centre for Human Rights](#)
- [Centre for Human Rights](#)
- [University Policy on Sexual Harassment](#)
- [Office for Persons With Disabilities](#)
- [Positive Space Program](#) (for sexual and gender diversity)
- [Counseling and Development Services](#)

TENURE AND PROMOTION RESOURCES (for continuing stream appointments only)

- [Introduction to the Promotion and Tenure Process](#) -- distributed by PCAC
- [Criteria for Promotion and Continuing Appointment](#) ([view the current YUFA contract](#))

SPECIAL PERKS

- [YorkU Faculty and Staff Discounted Metropasses](#)
- [Edvantage](#) (we're members of YUFA, which is a member of OCUFA, which entitles us to join Edvantage - great deals!)
 - [Bell/Bakka Wireless](#) cell phone service
 - [Goodlife](#) fitness membership
 - [Apple](#) for educators discounts
- [Data Integrity \(campus computer store\)](#)
 - Show your YU Card to get faculty discounts on software and hardware
- We also get a discount on the [Chapters iRewards card](#) (\$5 off) because we're considered faculty
 - Purchase your iRewards card in store and show your YU card to get the discount

Librarians Group Executive
Updated: January 2011

Last modified by: Andrea Kosavic on Mon Mar 07 11:46:53 EST 2011