



## **SAMPLE ORIENTATION CHECKLIST**

This form or a similar one may be used by your supervisor during your probationary period. The items on the checklist would normally be covered during the course of your orientation. You and your supervisor should initial each item to indicate that topic has been discussed or the appropriate document provided.

Orientation Item	--initial and make notes--		
	Within first week	Within ___ months	Within ___ months
<b>University<sup>i</sup></b>			
<a href="#">UVic Website Review<sup>ii</sup></a>			
<a href="#">UVic Strategic Plan</a>			
<a href="#">UVic Organization Chart<sup>iii</sup></a>			
<a href="#">UVic Selected Policies &amp; Procedures<sup>iv</sup></a>			
Employment Equity Survey			
<a href="#">UVic Employee Handbook</a>			
<a href="#">UVic Core and Leadership Competencies<sup>v</sup></a>			
<a href="#">UVic Performance Development Process and Forms<sup>vi</sup></a>			
<a href="#">UVic Learning and Development Program<sup>vii</sup></a>			
<a href="#">UVic Orientation<sup>viii</sup></a> (session booked for newly hired staff)			
<a href="#">UVic uSource</a> (A portal to the relevant online UVic information that you use every day)			
<a href="#">Benefits</a> (arrange with Benefits office at 721-6522)			
<a href="#">Bus Passes</a>			
<a href="#">Parking Permits</a>			
<a href="#">Health &amp; Safety</a> (please ensure you have referred to <a href="#">the Health and Safety Orientation Handbook</a> )			

Copy of <a href="#">Collective Agreement</a> or Terms and Conditions			
<a href="#">SafeHaven/SafeWalk/Campus Alone</a>			
<a href="#">Staff Faculty Discount Program</a>			
<a href="#">Support for Students</a>			
<b>Department</b>			
Introduction to Co-workers			
Employee Contact Lists			
Departmental Mission & Goals			
Departmental Policies and Procedures (including hours of work, vacation, overtime, etc.)			
Departmental Organization Chart			
Job Description			
Review of Tasks & Responsibilities, Performance Plan & Expectations with Supervisor			
Department Training			
Departmental Software			
Departmental Equipment: Fax Photocopier Keys Laptop Security			
Systems: Mail (incoming/outgoing) Security/Alarm Telephone & Voicemail Supplies Records & Files Safekeeping of belongings			
Vacation schedule/illness, etc. (entitlements – process)			
Cheque distribution / Direct Deposit Form			
Other:			

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<sup>i</sup> Note: all the ‘underlined topics have been hyperlinked to the appropriate web page.

<sup>ii</sup> The UVic Strategic Plan can be found on the UVic main Website at <http://web.uvic.ca/strategicplan/>

<sup>iii</sup> UVic Organization Chart can be found on the UVic main website at <http://web.uvic.ca/webcoor/www.uvic.ca/about/org/index.html>

<sup>iv</sup> Uvic Selected Policies and procedures can be found on the UVic main website at <http://web.uvic.ca/hr/employment/orientpolicies.htm>

<sup>v</sup> UVic Core and Leadership Competencies can be found on the UVic HR website at <http://web.uvic.ca/hr/managertoolkit/>

<sup>vi</sup> UVic Performance Development information can be found on the UVic HR website at <http://web.uvic.ca/hr/hrhandbook/performancedevelopment/index.html>

<sup>vii</sup> Learning and Development Program can be found on the UVic HR website at <http://web.uvic.ca/hr/training/Development/courses.html>

<sup>viii</sup> Orientation Information can be found at <http://web.uvic.ca/hr/training/stafforientation.htm>