



University
of Victoria

EMPLOYEE/DEPARTMENT ORIENTATION

Other information relating to programs and services located on hr website at
<http://web.uvic.ca/hr/employment>

Date: _____
Employee: _____
Department: _____
Employee Group: _____

The following checklist of items is suggested as areas for you to discuss with your supervisor/office manager, and designates when doing your department site orientation.

Orientation with Office Manager

DEPARTMENT/FACILITY INFORMATION

- Introduction to Co-workers (Meet and greet)
- Employee Contact List
- UVic Organization Chart – showing relationship with other units
- Deans/Chairs List – Academic - available on VP Academic web site (optional)
- Directors and Managers List – Administrative – (optional – available through H.R.)
- UVic Phone Directory – by Department (Printed)

DEPARTMENT SPECIFIC COMMUNICATIONS AND INFORMATION SYSTEMS

- Electronic mail
- Computer Systems Orientation
- Telephone System – Voice Mail
- Mail system, (incoming/outgoing, who, where)
- Photocopier
- Fax Machine
- Records and files (location)
- Personal Lap tops – Security measures
- Supplies (location, ordering)
- Vacation schedule/illness, etc. (entitlements – process)

SAFETY/HEALTH PROTECTION SERVICES ISSUES

- Safekeeping belongings
- Keys
- Safewalk Services
- Security System (if applicable) – explanation, personal entry code, weekend pass code, hours of operation.
- Building Emergency Plan
 - Fire Exits and Procedures
 - Earthquake Procedures
 - First Aid Kit
 - (WCB) Accident Record Book – location, who, when
- Ergonomics Check Sheet

Orientation by Supervisor

JOB SPECIFICS

- Job Description
- Tasks and Responsibilities
- Expectations
- Performance Review Information – see HR Web Site – for employee group
- Probationary and/or Qualifying period
- Learning and Development opportunities (see HR web site)
- Department Goals
- Departmental Organization Chart

COMPENSATION ISSUES

- Appointment Notice
- Collective Agreement or Terms of Condition Document (hard copy) or link to HR website.
- Cheque distribution / Direct Deposit Form

Orientation by Benefits Manager

- Benefits Orientation - to be arranged with Benefits Office at 6522

I have completed my unit/employee orientation

I have been assigned a Peer Host

Signature of Employee _____ on _____ 2005

Signature of Manager _____ on _____ 2005

Please return a signed copy to Human Resources: Attention - Records