**FACULTY OF ENVIRONMENT**

**UNIVERSITY OF WATERLOO**

**ON-BOARDING FOR NEW EMPLOYEES**

**Before the employee starts:**

* As soon as you have received the employee’s acceptance of the position, call to express your pleasure and welcome the new person to the Faculty.
* Provide the new employee with the name and phone number of their main contact in your department/school to whom they could direct any questions or issues.
* Create a proper schedule to on-board the individual so that introductions, tours, and

explanations of procedures are formally scheduled.

* Ensure that the staff or faculty member has been invited to an Orientation session, either by Human Resources or by the Watport office.
* Make arrangements with Mapping Analysis and Design (MAD) so they are aware that a new person has been hired. For a staff member, ensure there is a computer available and that it is functioning.
* Process a request (RT) to IST to have the individual’s name included on the employee list, on the telephone list at switchboard, and also on WatIam.
* If business cards are appropriate, process through Creative Services.
* Make arrangements to have the individual’s name put on their office door and send out a notice to the Faculty and department/school announcing the new hire and their start date.

**When the employee arrives:**

* Provide the new employee with a campus map and suggest that they visit Human Resources to sign their payroll forms. Request their home telephone number in case it is needed, as well as the number of an emergency contact.
* Arrange for an office key. If necessary to pick up a new key, provide a map and allow time for them to walk over to Key Control, which could be done at the same time as they visit Human Resources.
* Take the employee on a tour of your department/school and introduce them to colleagues who happen to be in their offices. Show them the mailroom and explain mailboxes, photocopiers, fax machine and how they get office supplies. Explain that all food waste should be deposited in the kitchen area because office garbage only gets emptied once per week. Any food items kept in private offices should be contained in metal or glass to help prevent a mice infestation.
* Escort the new employee to the computing area (MAD) and ensure that they get an email address and meet your department’s contact in that facility.
* Meet with the employee at their desk and review the operation of their computer. Cover such things as email, exchange calendar, sharepoint sites, the University website, and the department/school website. Explain the telephone, long distance phone calls, creating a voicemail and retrieving messages.
* Cover topics related to the office operation: where to hang coats, location of the washroom and water fountain, location of the coffee shop, using the refrigerator, vacating the building during emergencies or fire drills.
* Review the Health, Safety & Environment Policy #34 and Health, Safety & Environment (HSE) Program, Health and safety requirement of their position, and emergency procedures.
* Ensure the mandatory safety training modules (SO1001 Employee Safety Orientation, SO1081 Workplace Violence & Harassment Awareness, WHMIS 2015) are completed.

SO1100 or SO1003 Supervisor’s Safety Orientation must be completed if employee has supervisory responsibilities.

* Ensure [OPD101 AODA](https://uwaterloo.ca/human-resources/accessibility/legislation/customer-service-standard) Training is completed.
* Review their work schedule, pay schedule, overtime, vacation, and procedures related to doctor & dental appointments, unexpected absences and office attire.
* Discuss campus parking and suggest they visit Parking Services to make arrangements for long-term parking if required.

**After the first week**

* Review the employee’s job description and responsibilities and expectations.
* Arrange a photo session so their picture gets mounted on the department directory (if they are agreeable to this).
* Discuss the performance review process and make a suggestion that the employee may also wish to provide feedback or provide ideas on possible improvements in procedure.
* Give the new employee the following information so they can read and update themselves on guidelines and the organization itself.

<http://www.environment.uwaterloo.ca/faculty/guidelines/alpha.html>

They should review these guidelines during the first month on the job so they are familiar with those that may be appropriate for their position.

The Mission Statement for Environment reads: “The Faculty of Environment is committed to improving our understanding, protection and enhancement of ecological systems and human communities through better design, planning, management and policy making. ………..” The balance of this Mission Statement can be found in theFaculty Constitution on the web:

<http://www.environment.uwaterloo.ca/faculty/guidelines/07Constitution.html>,

Also on the web you’ll find an organizational chart for the Faculty:

<http://www.adm.uwaterloo.ca/infosec/orgcharts/2010charts/10org13.4.pdf>

This will provide you with names of the administrators in each of our schools/departments.

The University’s Mission is at: <https://uwaterloo.ca/secretariat-general-counsel/governance>

* Discuss the Health and Safety Office, IST and the office of Organizational and Human Development and the training opportunities they offer.
* Schedule regular meetings with the new employee ensure they have a good understanding of their tasks and how they relate to others in the department. This is also a good time to provide feedback on how they are progressing and what improvements might be needed.

**After six months**

* Review performance objectives and performance to date. Discuss what training has been completed and what other training might be required.

**SPECIFIC INFORMATION**

**PARKING**

Give your employee the details on parking arrangements on campus. Permit parking must be arranged in person at Parking Services. They will require their employee ID#.

UW Parking Services website lists the available parking lots, descriptions, and the cost associated with using them: <http://parkingservices.uwaterloo.ca/lots/descriptions.html>

**KEYS**  - OFFICE, BUILDING, CLASSROOMS

Ensure a key permit is prepared for the employee’s office, and other areas to which they may require access. Keys are picked up at Key Control, located in the General Services Complex.

**BUILDINGS – EV1, EV2, EV3**

Rooms in EV1 have a 3-digit number and rooms in EV2 & 3 have a 4-digit number. Both EV1 and EV2 remain open 24 hours a day except during the campus shut down between Christmas and New Years. Most classrooms under the Registrar’s control are open 24 hrs/day. In EV1 and EV2, classrooms under faculty control are locked most of the time: 1001, 2006, 2022. Employees may get a key from the Dean’s Office or the departmental/school Admin. Assist. can make arrangements.

**TELEPHONES**

**Every office is provided with a telephone, which has an assigned extension. Employees are provided with a temporary password to access their voice mail. Everyone is strongly encouraged to have a current greeting on their telephone, check their messages and return their calls promptly. Long distance calls are covered by the unit, but if they are research related, the faculty member should enter their grant number first so that it gets charged automatically. No personal calls are to be made.**

**Information relating to on campus telephones can be found at this website:** [**http://ist.uwaterloo.ca/as/phone/telephoneserv.html**](http://ist.uwaterloo.ca/as/phone/telephoneserv.html)

**COMPUTING**

Each office is equipped to hook up a computer – (staff members are provided with a computer but faculty members should see [Start-Up Accounts](#_Start_up_Grants)). An email account should already be arranged but if not, see the Client Services Manager, Mary Burden, in MAD (Mapping Analysis and Design for this information. Employees are encouraged to arrange an appointment to cover the following:

* Tour of MAD facilities
* Introduction to MAD Group
* Discuss and arrange for computing needs

Also ask about being set up for the following if needed:

* Exchange
* Quest
* UW LEARN
* WatIAM

MAD also provides excellent information for new faculty and staff at: <http://www.environment.uwaterloo.ca/computing/faculty_staff/>

In the event that you are experiencing computing difficulties, you are encouraged to complete a “Request Tracker for Faculty and Staff” available at <http://www.environment.uwaterloo.ca/computing/>. You will require your user name and password to submit the nature of your concern. You may also contact the MAD helpdesk at ext. 33416.

**BUSINESS CARDS**

The department/school staff will order business cards for faculty members and those staff members who need them. The university has a prescribed template that we are expected to follow.

**FOOD/REFRESHMENTS**

The students run a Coffee Shop on the first floor of EV1, room 136, where you can pick up a little bite, coffee, tea, etc. There is a Tim Horton’s outlet next door in Modern Languages, which can be reached through our tunnel. Williams Café is located in the atrium of EV3.

UW Has a number of “food service” outlets available. See their website at [www.foodservices.uwaterloo.ca/locations](http://www.foodservices.uwaterloo.ca/locations)/. Within the Faculty, EV1 Room 302 has been designated as a faculty/staff/grad student lounge. There is also café tables located in EV3 by Williams Café. Everyone is welcome to use it, but they are reminded to tidy up after themselves.

**JOB DESCRIPTIONS**

Staff job descriptions can be found on the Human Resources(HR) website:

<http://www.hr.uwaterloo.ca/jobdescriptions/jobdesc.html>. Staff should become familiar with the requirements of their job and inquire if there are any questions or areas that are not clear. All managers are required to review, once a year, the performance of individuals who report to them and complete a performance review form which is forwarded to HR.

**CONCLUSION**

It’s wise to invest time in preparing employees to be successful at their jobs. If we want them to become productive as quickly as possible, we have to help make it happen.