

UNIVERSITY OF VICTORIA

NEW EMPLOYEE ORIENTATION TOOLKIT






New employee orientation is more than just a checklist. The steps you take to welcome a new employee into their job, the team and the university community, directly impacts how that employee feels about their experience of working at UVic. This is called employee engagement, which determines how fast an employee learns, how productive they are, their approach to client service, the tone and messages they share with others and how long they choose to stay working here.

This toolkit serves as a guideline for supervisors bringing new team members into any UVic unit. It is not an exhaustive list of everything that will comprise the employee orientation experience.

The key audience of this toolkit is leaders of UVic staff. Employees also have a role to play in peer to peer orientation and can use the toolkit to learn about different ways to effectively welcome, support, inform and bring others into the team. However, it is leaders who create the culture of inclusion and who model and encourage effective orientation behaviours and activities with their team members. The toolkit is not intended to apply to faculty at UVic.

TIPS

- This document works best when opened with the latest version of Adobe Acrobat Reader DC or Adobe Acrobat Pro DC. Older versions or other PDF software may limit the functionality.
- Remember this is a PDF document not a website. This means you can save your work and keep it confidential. It also means the navigation will behave differently than you might expect.
- Save your work (Save-as) so that you can return to this document and modify it as you have time.
- This document is best used in its digital format, but can be printed if needed.
- You can navigate this document using the flowchart in the [Orientation Overview](#) , or if you prefer a more traditional approach, the Index button will take you to a clickable table of contents.

ICON LEGEND



ACTIVITY

This icon indicates an interactive space to fill in content.



IMPORTANT LINK

This icon indicates links that take you to an important external website.



LINK TO A RESOURCE

This icon indicates links that take you to a helpful section within the toolkit.



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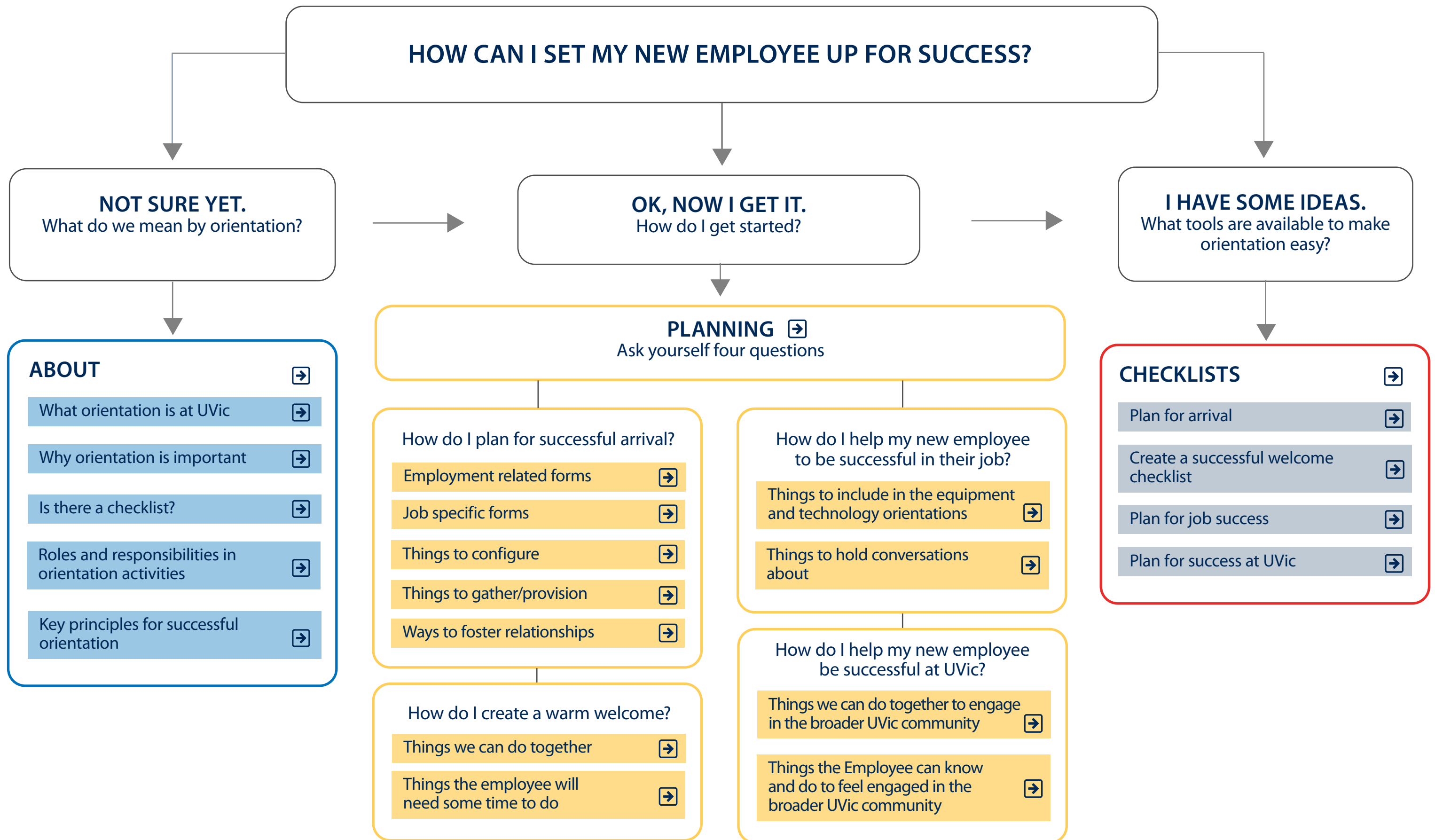
Click this icon to take you to the interactive index.



NAVIGATION

Click these icons to take you to the previous numeric page or next numeric page, respectively.





ABOUT NEW EMPLOYEE ORIENTATION

New employee orientation is more than a checklist. The steps you take to welcome a new employee directly impacts how that employee feels about their experience of working at UVic. That employee experience can determine how fast they learn, how productive they are, their approach to client service, and how long they choose to stay working here.



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ABOUT New Employee Orientation

WHAT ORIENTATION IS AT UVIC

The words employee onboarding and orientation are often used interchangeably, and this can be confusing.

At UVic, term employee **onboarding** describes the processes that occurs after the employment offer is accepted to ensure the required documentation is completed for the employee to receive pay and benefits as a university employee. The onboarding process is normally completed through the UVic Careers system.

At UVic the term employee **orientation** describes the job, team and organizational processes that set the employee up for success when they become members of the UVic community. Employee orientation is a collaborative process, meaning all of us have a role in helping new employees to become productive and successful members of our UVic community.

Supervisors have an important role to play in a new employee's introduction to our organization. In addition to ensuring the new employee participates in and completes various policy and learning objectives, supervisors have a responsibility to provide a series of positive experiences that welcome them to their job, to the people they work with, and to the university.

A comprehensive department orientation will make the new employee feel comfortable and valued as a new member of the team, provide access to necessary information and resources, thereby influencing the new employee's ability to perform and to become a productive member of your department/faculty and the university.





ABOUT New Employee Orientation

WHY ORIENTATION IS IMPORTANT

If you spend time up front crafting and forming positive experiences with new people they return that effort with engagement (satisfaction), telling others about the organization and bringing others who join in the future (recommendation & reputation), they stay longer with the organization (retention), and they are more likely to perform well in their work. Great orientation experiences also set the stage for effective and respectful workplace relationships moving forward.

An effective orientation results in:

- employees experiencing genuine connection and a sense of belonging that creates commitment to the university community, and results in people remaining in their jobs longer.
- employees being up to speed quickly because they have the knowledge, networks and tools needed to be productive.
- employees feeling proud of their decision to come to UVic and willing to share their positive employment experience with others.
- increased employee engagement, which leads to higher levels of client/customer service and is a key driver of client/customer engagement as well.

“Orientation helps new employees adjust to their jobs by establishing better relationships to increase satisfaction, clarifying experiences and objectives to improve performance, and providing support through feedback, coaching and follow-up to help reduce turnover.”

SHRM Talya N. Bauer (2010)



ABOUT New Employee Orientation

IS THERE A CHECKLIST?

Yes! And this toolkit has been designed to highlight the strategic and relational aspects of new employee orientation for any role, in addition to administrative and logistical components that occur generally across campus. There are many aspects of employee orientation that are specific to your unit and don't lend themselves to a one-size-fits all checklist.

A [separate customizable template](#) is available for you to create an orientation checklist that addresses the specific details for your unit/department. Adapt, expand and customize the checklist to your unique context, so the new employee experience feels authentic to the workplace culture of your team.

ROLES AND RESPONSIBILITIES IN ORIENTATION ACTIVITIES

It's important to recognize the distinct role that supervisors have in creating a welcoming orientation experience for an employee. There are pieces supervisors need to do themselves, and there are pieces that can be delegated to others.

NEW EMPLOYEE

The new employee has a responsibility to proactively seek out and undertake the processes and resources that will help them to be successful in their role, their team and at UVic. The UVic Careers process includes checklists for documentation requirements, and the Employee Handbooks provide information and links for the employees to learn why UVic is such a great place to work. Employees are also expected to complete any mandatory training requirements and ask for help when they need it.





ABOUT New Employee Orientation

SUPERVISOR

In this toolkit, we use the word supervisor to refer to the person with direct supervisory responsibility for the new employee, regardless of the job title. As a supervisor, your role is to help the new employee navigate the administrative, logistical, procedural, relational, technical and learning tasks that can seem overwhelming for a new employee. This toolkit can help you to set up a processes that will ensure new employees feel welcomed and are set up for success in their role, with their team and at UVic. While some orientation tasks can be assigned to an administrative support position or a colleague, there are also things that should not be delegated. Tasks that are designed to develop relationship, build trust and create clear expectations need your time and attention.

ADMINISTRATIVE SUPPORT

In some units, orientation tasks can be shared with an administrative role who is familiar with the UVic forms, processes and systems to set up a new employee. It can be helpful to review the orientation process together, to assign tasks appropriately. You can also work with your administrative support role to create a customized departmental orientation checklist. As a supervisor, you are responsible for ensuring all of the tasks are completed, even those delegated or assigned to others.

COLLEAGUES/PEERS

While developing a relationship with your new employee is important, you can also involve a team member or peer as a new employee buddy to take on some of the orientation tasks, such as a workplace tour, or to help the new employee to access UVic systems and processes. Colleagues can often play a large role in training new employees, but it is the supervisor's role to clarify expectations, standards, goals and priorities.

HUMAN RESOURCES

Human Resources is responsible for administering the UVic Careers website, for producing the employee Handbooks, and for publishing relevant tools, resources and information for both new employees and supervisors. Human Resources also provides training for supervisors.





ABOUT New Employee Orientation

KEY PRINCIPLES FOR SUCCESSFUL ORIENTATION

A successful orientation process will look different for different roles and departments at UVic. While our diverse workplaces might make the orientation process look different across campus, the four principles for how a successful orientation experience feels for an employee should apply anywhere at UVic.

A successful orientation experience creates feelings of:

- **Connection:** The principle of connection is about relationships. When an orientation process is done well the employee will feel a sense of connection to the people they will work with, including you as a supervisor, their colleagues and clients. These connections create a sense of belonging and welcome that validates the employee's decision to come work at UVic.
- **Comfort:** The principle of comfort is about the sense of place that is created for the employee through personal and common workspaces. Whether the workspace is an office, lab, desk, vehicle or a public area, how we set up that space for a new employee can create a sense of comfort and safety that tells an employee they are valued. Common spaces can also contribute to the principle of comfort and might include lunch rooms, locker rooms or shared workspaces.
- **Culture:** The principle of culture helps new employees understand, appreciate and feel connection to UVic. UVic is a diverse employer with different workplace cultures across campus. A successful orientation process helps a new employee to feel a part of your team, and also to feel connected to the broader principles and values that define what it means to be a part of the UVic community.
- **Compliance:** The principle of compliance is about sharing and collecting vital information with new employees to help them understand "how we do things here". A new employee wants to start off on the right foot by doing the right things in the right way at the right time. No one likes to make a mistake because they were not aware or didn't know what was expected.

A successful orientation process ensures new employees have the support, information and training to do what they need to do and are aware of relevant policies, procedures and regulations that relate to their work. This can include help filling out the appropriate forms, support accessing and using systems and equipment properly, receiving appropriate training, and ensuring goals and priorities are clearly understood.

PLANNING

FOR NEW EMPLOYEE SUCCESS



GETTING STARTED

Ask yourself four questions to set your new employee up for success

Creating a plan for successful orientation includes building a culture to support new employees as they become part of the team. This takes time and effort, and it doesn't need to be done all at once. This section provides ideas to get you started, but each workplace will have different items on their checklist based on the nature of the work. Explore and be inspired by different ideas for orientation experiences, assess your own practices and create a process that works for your team. Don't be afraid to try something new. Pick some elements that might work and talk about how they might work with your team.

How do I plan for a successful arrival?

Employment related forms [→](#)

Job specific forms [→](#)

Things to configure [→](#)

Things to gather/provision [→](#)

Ways to foster relationships [→](#)

How do I create a warm welcome?

Things we can do together [→](#)

Things the employee will need some time to do [→](#)

How do I help my new employee to be successful in their job?

Things to include in the equipment and technology orientations [→](#)

Things to hold conversations about [→](#)


How do I help my new employee be successful at UVic?

Things we can do together to engage in the broader UVic community [→](#)






Things the Employee can know and do to feel engaged in the broader UVic community [→](#)



HOW DO I PLAN FOR A SUCCESSFUL ARRIVAL?

Employee engagement begins during the application and hiring process and the interactions with UVic systems, people and processes form the early employee experience. Once the employee signs the employment offer, the efforts you make as a supervisor to prepare for the employee's first day will further contribute to that person's experience with you and the team. There is a lot involved in getting things ready for a new employee's arrival, and when you do it well the employee feels valued, knowing their comfort and safety have been looked after and they have everything they need to feel ready to go on their first day. The items included below are standard for some jobs, but not all, so add or delete items using the [checklist](#)  to make it relevant for your team.

EMPLOYMENT RELATED FORMS

- Complete the [Appointment form](#)  and submit it to Payroll
- If the new employee was hired through UVic Careers, ensure the employee has completed the UVic Employee Information Form in order to be assigned a V# (Employee number)
- Ensure employee has [requested a Netlink ID](#) 
- Ensure employee has completed the appropriate [Benefits](#) , [Pensions](#)  and [Payroll forms](#) :
 - Benefits enrollment forms (benefits office)
 - Pension enrollment forms (pensions office)
 - Direct Deposit Form (payroll office)





JOB SPECIFIC FORMS TO COMPLETE (IF APPROPRIATE)

- [Credit card \(C Card\) request form](#)
- [Signing authority form](#)
- [FAST Finance and Banner access requests](#) (requires Netlink ID, V# and email address)
- [BANNER Student access request](#) (requires Netlink ID, V# and email address)

THINGS TO CONFIGURE

- Request shared drive and Connect site access
- Request building Alarm codes by emailing csecalarms@uvic.ca (include name and Netlink ID and start date)
- Request MS Teams access
- Add to appropriate contact and distribution lists (Department directories, org charts, website contacts, email distribution lists)
- Assign employee to [role-based emails and calendars](#) (requires Netlink ID)
- Set up access to office photocopiers and printers

THINGS TO GATHER/PROVISION

- [Set up work space](#) (workspace, chair, desk/station, nameplate, keys, lab/office supplies)
- [Set up work technologies](#) (computer, telephone, laptop, lab/office tools and equipment)
- Order/provision job specific equipment/tools
- Provide required documents (manuals, books, SOPs)
- Order/provision safety gear and uniforms

WAYS TO FOSTER RELATIONSHIPS

- Create and send an introduction message to the new employee's team and the department
- Identify key stakeholders for introductions
- Identify a mentor/buddy from the team
- Book some time to meet with new employee on their first day
- Add new employee to regular team meetings and events
- Arrange meetings for first introductions
- Check the [manager support](#) website and remote work toolkit for ideas for new employee and the team





HOW DO I CREATE A WARM WELCOME FOR MY NEW EMPLOYEE?

Once the employee arrives for their first day of work, every positive experience serves to validate the decision they made to come to UVic. Your relationship with the new employee is the most important workplace relationship they have, so take some time on the first day and in the first few weeks to get to know your new employee, make them feel welcome, and start the important trust building process. Assign a colleague or buddy to help orient the new employee to your workspace and the campus. You or a buddy can also help the employee complete any forms or paperwork needed and get up and running with UVic systems. A warm welcome tells a new employee you are happy they are here and there is a place for them on the team.

THINGS WE CAN DO TOGETHER

- Go to the [Bookstore](#) and select a piece of UVic swag
- Go on a department workspace tour (kitchen, washrooms, other offices, meeting rooms, personal storage, recycle and compost, lab space, tools and equipment storage, etc.)
- Meet the team and others in the lab/office/workspace
- Might smudging or other multi-cultural ceremonies be appropriate? If so, please consider [UVic's smudging guidelines](#)
- Have a team coffee meeting
- Go out for a walk around campus
- Review team vision, mission, values and strategy documents
- Go over team norms (where do we "lunch"?, call-in procedures, vacation requests, recognition practices, life celebrations, dress code, jargon and commonly used acronyms)
- Set up regular check-in meetings for you and the employee

THINGS THE EMPLOYEE WILL NEED SOME TIME TO DO (AND MAY NEED SOME HELP)

- Explore the [New Employees page](#)
- Review the [New Indigenous Employee handbook](#) and [New Employee handbook](#)
- Explore [UVic Online Tools](#) and the employee self-services
- Complete the employee [online health and safety orientation](#) and required trainings
- Attend the annual New Employee Welcome Event (normally scheduled in August—new employees will receive an invitation)
- Purchase their [parking pass/bus pass](#)
- Get their [ONECard](#)
- Get their first year free [UClub membership](#)
- Sign up for a [Welcome Center new employee campus tour](#)
- Explore [Learning Central](#) and register for any required training and make a plan for learning they would like to do





HOW DO I HELP MY NEW EMPLOYEE TO BE SUCCESSFUL IN THEIR JOB?

It's normal for a new employee to spend the first few days getting set up, meeting the team and getting to know their way around, but a new employee also wants to feel productive and make a contribution early on. Put a plan in place to ensure your new employee is shown how to use the tools and equipment for their job, has access to procedures, safety manuals and other documentation they need and clearly understands the work expectations and standards for the role. When you help an employee to be successful in their job, they will feel equipped to do the work and excited to get started. They will know what is expected and feel confident that they can do work that makes a difference.

THINGS TO INCLUDE IN EQUIPMENT AND TECHNOLOGY ORIENTATIONS

- [Use of phone, computers and workspace equipment](#)
- [Document and information privacy, records management and confidentiality processes](#)
- Onsite Safety Orientation (fire muster points, earthquake practices and kit, COVID-19 protocols, working alone options, campus security practices)
- Ensure [OH&S and other mandatory training](#) is complete
- [Systems New Employee information](#)
- [Systems Service catalogue](#)
- Other? (research laboratories, outdoors, kitchens, facilities and maintenance spaces, music halls and practice spaces, theatres, meeting rooms, etc.)

THINGS TO HOLD CONVERSATIONS ABOUT

- Job description (key tasks, workflow, standards and expectations, goals, priorities)

- Workspace and/or office norms and procedures (hours of work, vacation requests, sick time protocols, office/work coverage, email signatures, etc.)
- What [employees can expect](#) and what [managers can expect](#) documents
- How the role connects with other roles on the team, department and alignment to UVic
- Business and workflow processes (ticketing and service tracking tools)
- New employee's position probationary process and the [Performance Development Cycle](#)
- Creation of a training plan and Professional Development funding
- Setting up regular check in meetings
- Importance of [health and wellness](#) and the Employee [Family Assistance Program \(EFAP\)](#) called Lifeworks by Morneau Shepell
- Set a starting up task or assignment that is small and doable









**HOW DO I HELP MY NEW EMPLOYEE TO BE SUCCESSFUL AT UVIC?**

New employee orientation isn't over in just a few weeks. It will take some time for the new employee to absorb all the information that comes at them in the first few weeks of getting to know the team and the job. Check-in regularly, and once the employee has found their feet in the role, start to build in information and connections outside the department to help the employee see the larger UVic context. Initially, the employee will see the campus through your eyes, as you show them around and talk about how your unit's work contributes to the broader campus community.




UVic is a unique work environment, especially for those who have not worked in a post secondary environment, so help your employee to learn the jargon, understand protocols and connect with the larger mission, vision and values that create UVic's workplace culture. When you take the time to help your new employee connect to the bigger picture, your employee will feel inspired to become an active and engaged member of the UVic community, and will find ways to connect their own interests and values to what UVic has to offer.

THINGS WE CAN DO TOGETHER TO ENGAGE IN THE BROADER UVIC COMMUNITY

- Attend Campus Updates and President Town Halls together
- Review campus communications and connect relevant items to the work of the team
- Share campus events and encourage attendance
- Encourage/support participation in collaborative efforts with other units/departments
- Discuss respectful and inclusive workplace practices ([Territory acknowledgements](#) , use of pronouns, introductions and meeting practices, expanded awareness of [religious observances](#), [Indigenous Cultural Acumen Training \(iCAT\)](#) , and [Anti-racism](#)  education programs)
- Explore ways to build more [diverse, equitable and inclusive workplaces](#)  through EQHR's shared practices

- Talk about the [Strategic Framework](#)  and its linkages to the role and the work of the team
- Talk about the [UVic Competency Model](#)  and link it to the work of the team/unit/department
- Introduce new employee to important stakeholders from other departments and communities

THINGS THE EMPLOYEE CAN KNOW AND DO TO FEEL ENGAGED IN THE BROADER UVIC COMMUNITY

- Learn UVic Acronyms related to the role
- [Access Campus maps](#)  and visit other buildings
- Review [UVic Governance and Organizational structure](#) 
- Subscribe to UVic communications (The Ring, Campus Checklist, UVic in the News, IACE email distributions)
- Review key [strategic documents](#)  (Equity plan, Indigenous plan, Campus sustainability action plan, etc.)



CUSTOMIZABLE CHECKLISTS

WHAT DO I DO NEXT?

Keep your orientation practices fresh and relevant. This section of the toolkit is designed for you to customize your own checklist. This includes: spaces to assign roles, timelines, add specific tasks and direct links to resources; to help you design a relevant and repeatable orientation process that is unique to your team. The items included are standard for some jobs, but not all, so add or delete items to make the checklist relevant for your team.



Plan for arrival [→](#)

Create a successful welcome [→](#)

Plan for job success [→](#)

Plan for success at UVic [→](#)



CUSTOMIZABLE Checklists

PLAN FOR ARRIVAL

[Employment Related Forms](#) → | [Job Specific Forms to Complete \(if appropriate\)](#) → | [Things to Configure](#) → | [Things to Gather/Provision](#) →
[Ways to Foster Relationships](#) →

This workbook can be used for learning and planning purposes. Use the customizable checklist to create a document that works for your team. Visit the [HR website](#) to download and save to your files.

EMPLOYMENT RELATED FORMS			
ITEM	LEAD	TIMELINE	
Complete the Appointment form and submit it to Payroll.			
If hired through UVic Careers, ensure employee has completed the UVic Employee Information Form in order to be assigned a V# (a V# = Employee ID number)			
Ensure employee has requested a Netlink ID			
Ensure employee has completed the appropriate Benefits , Pensions and Payroll forms through UVic Careers: <ul style="list-style-type: none"> Benefits enrollment forms (Benefits office) Pension enrollment forms (Pensions office) Direct Deposit Form (Payroll office) 			
Other			



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ITEM	LEAD	TIMELINE	
Credit card (C Card) request form			
Signing authority form			
FAST Finance and Banner access requests (requires Netlink ID, V# and email address)			
BANNER Student access request (requires Netlink ID, V# and email address)			
Other			

THINGS TO CONFIGURE			
ITEM	LEAD	TIMELINE	
Request shared drive and Connect site access			
Request MS Teams access			
Request building Alarm codes by emailing csecalarms@uvic.ca (requires name, Netlink ID and start date)			
Assign employee to role-based emails and calendars (requires Netlink ID)			
Add to appropriate contact and distribution lists (department directories, org charts, website contacts, email distribution lists)			
Set up access to office photocopiers and printers			
Other			
Other			



CUSTOMIZABLE Checklists

THINGS TO GATHER/PROVISION			
ITEM	LEAD	TIMELINE	
Set up work space  (workspace, chair, desk/station, nameplate, keys, lab/office supplies)			
Set up work technologies  (computer, telephone, laptop, lab/office tools and equipment)			
Order/provision job specific equipment/tools			
Provide required documents (manuals, books, SOPs)			
Order/provision safety gear and uniforms			
Other			

WAYS TO FOSTER RELATIONSHIPS			
ITEM	LEAD	TIMELINE	
Create and send an introduction message to the new employee's team and the department			
Identify key stakeholders for introductions			
Identify a mentor/buddy from the team			
Add new employee to regular team meetings and events			
Book some time to meet with new employee on their first day			
Arrange meetings for first introductions			
Check the manager support  website and remote work toolkit for ideas for new employee and the team			
Other			



CREATE A SUCCESSFUL WELCOME

[Things we can do together](#) → | [Things the employee will need some time to do](#) →

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Go to the Bookstore and select a piece of UVic swag			
Go on a department workspace tour (kitchen, washrooms, other offices, meeting rooms, personal storage, recycle and compost, lab space, tools and equipment storage, etc.)			
Hold a welcome gathering to meet the team and others in the lab/office/workspace			
Might smudging or other multi-cultural ceremonies be appropriate? If so, please consider UVic's smudging guidelines			
Have a team coffee meeting			
Go out for a walk around campus			
Go over team norms (where do we "lunch"?, call-in procedures, vacation requests, recognition practices, life celebrations, dress code, jargon and commonly used acronyms)			
Set up regular check-in meetings for you and the employee			
Other			





CUSTOMIZABLE Checklists

THINGS THE EMPLOYEE WILL NEED SOME TIME TO DO (AND MAY NEED SOME HELP)			
ITEM	LEAD	TIMELINE	
Explore the New Employees page			
Review the New Indigenous Employee handbook and New Employee handbook			
Explore UVic Online Tools and the employee self-services available:			
Complete the employee online health and safety orientation and required trainings			
Attend the annual New Employee Welcome Event (normally scheduled in August – new employees will receive an invitation)			
Purchase their parking pass/bus pass			
Get their ONECard			
Get their first year free UClub membership			
Sign up for a Welcome Center new employee campus tour			
Explore Learning Central and register for any required training and make a plan for learning they would like to do			
Other			



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THINGS TO INCLUDE IN EQUIPMENT AND TECHNOLOGY ORIENTATIONS			
ITEM	LEAD	TIMELINE	
Use of phone, computers and workspace equipment ↗			
Document and information privacy, records management and confidentiality processes ↗			
Onsite Safety Orientation (fire muster points, earthquake practices and kit, COVID-19 protocols, working alone options, campus security practices)			
Ensure OH&S and other mandatory training ↗ is complete			
Systems New Employee information Systems Service catalogue ↗			
More			
Other			



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THINGS TO HOLD CONVERSATIONS ABOUT			
ITEM	LEAD	TIMELINE	
The Job description (key tasks, workflow, standards and expectations, goals, priorities)			
Workspace and/or office norms and procedures (hours of work, vacation requests, sick time protocols, office/ work coverage, email signatures, etc.)			
What employees can expect and what managers can expect documents			
How the role connects with other roles on the team, department and alignment to UVic			
Business and workflow processes (ticketing and service tracking tools)			
The new employee's position probationary process and the Performance Development Cycle			
Creation of a training/learning plan and Professional Development funding			
Setting up regular check in meetings			
The importance of health and wellness and the Employee Family Assistance Program (EFAP) called Lifeworks by Morneau Shepell			
Set a starting up task or assignment that is small and doable			
Other			



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PLAN FOR SUCCESS AT UVIC

[Things we can do together to engage in the broader UVic Community](#) → | [Things the employee can know and do to feel engaged in the broader UVic community](#) →

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THINGS WE CAN DO TOGETHER TO ENGAGE IN THE BROADER UVIC COMMUNITY			
ITEM	LEAD	TIMELINE	
Attend Campus Updates and President Town Halls together			
Review campus communications and connect relevant items to the work of the team			
Share campus events and encourage attendance			
Encourage/support participation in collaborative efforts with other units/departments			
Discuss respectful and inclusive workplace practices (Territory acknowledgements ↗, use of Pronouns, introductions and meeting practices, expanded awareness of religious observances ↗, Indigenous Cultural Acumen Training (iCAT) ↗, and Anti-racism ↗ education programs)			
Explore ways to build more diverse, equitable and inclusive workplaces ↗ through EQHR's shared practices			
Talk about the Strategic Framework ↗ and its linkages to the role and the work of the team			
Talk about the UVic Competency Model ↗ and link it to the work of the team/unit/department			
Introduce new employee to important stakeholders from other departments and communities			
Other			



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ITEM	LEAD	TIMELINE	
Learn UVic Acronyms related to the role (The UVic Style Guide includes some along with ideas about inclusive language)			
Access Campus maps and visit other buildings			
Review UVic Governance and Organizational structure			
Subscribe to UVic communications media (The Ring, Campus Checklist, UVic in the News, IACE email distributions)			
Review key strategic documents (Equity plan, Indigenous plan, Campus Sustainability Action Plan, etc.)			
Other			





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 Organization Development and Learning Services, Human Resources, University of Victoria odls1@uvic.ca | uvic.ca/hr

