

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.

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| **Orientation Item** | **--initial and make notes--** | | |
| Within first week | Within  months | Within  months |
| **University** |  |  |  |
| [UVic Website Review](http://uvic.ca/) |  |  |  |
| [UVic Strategic Plan](http://www.uvic.ca/strategicplan/) |  |  |  |
| [UVic Organization Chart](https://www.uvic.ca/assets2012/docs/pdfs/UVic_Org_Chart.pdf) |  |  |  |
| [UVic Policies & Procedures](http://www.uvic.ca/universitysecretary/policies/index.php) |  |  |  |
| Employment Equity Survey |  |  |  |
| [UVic Core and Leadership Competencies](http://www.uvic.ca/hr/services/home/org-development/index.php) |  |  |  |
| [UVic Performance Development Process and Forms](http://www.uvic.ca/hr/services/home/manager-support/index.php) |  |  |  |
| [UVic Learning and Development Program](http://www.uvic.ca/hr/services/home/learning/index.php) |  |  |  |
| [UVic Orientation](http://www.uvic.ca/hr/careers/home/new-employees/employees/index.php) |  |  |  |
| [UVic MyPage](hhttps://www.uvic.ca/cas/login?service=https://www.uvic.ca/mypage/Login) **(**A portal to the relevant online UVic information that you use every day) |  |  |  |
| [Benefits](http://www.uvic.ca/hr/services/home/compensation/benefits/index.php) |  |  |  |
| [Bus Passes](http://www.uvic.ca/sustainability/topics/transportation/transit/index.php) |  |  |  |
| [Parking Permits](http://www.uvic.ca/security/parking/index.php) |  |  |  |
| [Health & Safety](http://ohs.uvic.ca/gensafety/orientation/orientation.html) (please ensure you have referred to [the Health and Safety Orientation Handbook](http://ohs.uvic.ca/orientation/handbook.pdf)) |  |  |  |
| Copy of [Collective Agreement](http://www.uvic.ca/hr/services/home/labour-relations/index.php) or Terms and Conditions |  |  |  |
| [SafeHaven/SafeWalk/Campus Alone](https://www.uvic.ca/security/home/safewalk/index.php) |  |  |  |
| [Staff Faculty Discount Program](https://www.uvic.ca/purchasing/faculty-staff/discount/index.php) |  |  |  |
| [Support for Students](http://www.uvic.ca/studentaffairs/departments/student-services/index.php) |  |  |  |

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| **Department** |  |  |  |
| 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) |  |  |  |
| Direct Deposit Form |  |  |  |
| Other: |  |  |  |