

Employee Name	
Job Title	
Start Date	

### Part 1: The Week Before

	Ensure you have a clear idea of where you will be parking and how to find your way to your office. Obtain a parking voucher from your supervisor.
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### Part 2: The First Day/Week

	With your supervisor, review your role and the expected outcomes.
	Ensure that you understand what is expected of you during the first week.
	Ask how you will communicate with your supervisor or receive support as you orient to your role.
	Familiarize yourself with the physical space of your work area: <ul style="list-style-type: none"> <li>• Where to hang your coat</li> <li>• Where to store and eat your lunch</li> <li>• Where the washrooms are, etc.</li> </ul>
	Familiarize yourself with the unit/department's role and organizational structure.
	Explain the formal and informal performance management and performance development.
	Ask your supervisor about: <ul style="list-style-type: none"> <li>• Working hours, and how lunches and breaks are managed</li> <li>• Telephone, e-mail and internet use, as well as copy and fax use</li> <li>• Protocols for sharing common resources (printer, fax, etc.)</li> <li>• Covering of absences</li> <li>• How to notify supervisor of planned or emergency absences</li> <li>• Unit social events</li> <li>• Unit health and safety practices</li> <li>• Probationary period (if applicable)</li> <li>• Formal and informal performance management and performance development</li> <li>• How vacation requests are handled</li> </ul>
	Review office policies and procedures with your supervisor: <ul style="list-style-type: none"> <li>• After hours and weekend office access</li> <li>• Office organization (files, supplies, etc.)</li> <li>• Office resources (directories, manuals, documentation)</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Accountability</li> <li>• Customer service policy</li> <li>• Confidentiality</li> <li>• Ethics</li> <li>• Finance (accounts, travel, reimbursements)</li> <li>• Available IT support, both Schulich and Western</li> </ul>
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### Part 3: ACTION ITEMS for the first week

	Obtain <a href="#">WesternOne (ID) Card</a> at Student Central in WSSB 1120. This is used for building access and can also be used to pay for food at on-campus eateries.
	Set up <a href="#">Payroll</a> online
	Set up <a href="#">Parking Permit</a> in SSB 4150
	<p>Set Up Western Identity online</p> <ul style="list-style-type: none"> <li>• Obtain <a href="#">user ID and password</a></li> <li>• Review <a href="#">Western's Email Policy</a></li> <li>• <a href="#">Activate</a> your account</li> <li>• <a href="#">Forward</a> to your Schulich email, if applicable</li> </ul>
	Set up <a href="#">Voice Mail</a>
	Complete <a href="#">Employment Equity and Diversity Survey</a>
	<p>Complete <a href="#">Health and Safety Training</a> online</p> <ul style="list-style-type: none"> <li>• <b>Required training for all roles:</b> <ul style="list-style-type: none"> <li>○ Accessibility at Western (AODA)</li> <li>○ Workplace Hazardous Materials Information System (WHIMIS)</li> <li>○ Employee Health &amp; Safety Orientation</li> <li>○ Safe Campus Community - Preventing Harassment, Violence and Domestic Violence at Western (Violence in Workplace Bill 168)</li> </ul> </li> <li>• <b>Required training based on role. Please consult your supervisor:</b> <ul style="list-style-type: none"> <li>○ Supervisory</li> <li>○ Laboratory Safety</li> <li>○ Biosafety</li> <li>○ Radiation</li> </ul> </li> </ul>
	Confirm Attendance at Schulich New Employee Orientation, if applicable, by emailing <a href="mailto:human.resources@schulich.uwo.ca">human.resources@schulich.uwo.ca</a>
	Schedule Schulich Network Orientation, if applicable
	Review <a href="#">Western Code of Conduct</a>
	Review <a href="#">Schulich Code of Conduct</a>

Review [Privacy Policy](#)

## Part 4: Helpful Information / Links

### Western Links:

- [Campus Maps](#)
- [Holiday Schedule](#)
- [Western Building Acronyms](#)
- [Research Western](#) (*information on research and funding opportunities*)
- [Financial Services](#) (*information on travel discounts, Professional expense reimbursements, finance policies*)
- [Western Information Technology](#) (*computer resources for your '@uwo.ca' account*)
- [Teaching Support Centre](#) (*resources on teaching support, research resources, mentoring, Faculty programs & information sessions*)
- [Western Book Store](#) (*information on ordering classroom materials*)
- [Western Libraries](#)
- [Rehabilitation Services](#) (*information on work accommodations and ergonomics assessments*)
- [Central Human Resources](#)

### Information Services Resources

- [Phones](#)
- [Single Sign-On](#)
- [Schulich Information Services](#)
- [Western Email Information](#)
- [MyHR](#)

### Centres, Institutes & Affiliates

- [London Health Sciences Centre](#)
  - **including:** *Children's Hospital, London Regional Cancer Program, South Street Hospital, University Hospital, Victoria Hospital, and Byron Family Medical Centre and Victoria Family Medical Centre*
- [Maps & Directions](#)
- [Staff Intranet](#)
- [Robarts Research Institute](#)
- [Lawson Health Research Institute](#)

