

Employee Name**Job Title****Start Date**

Action Items: Before Your First Day

Review the [Parking Map](#). Ensure you have a clear idea of where you will be parking and how to find your way to your office.

Your supervisor will provide you with your Western ID and UWO email address. You will need to call [Western Technology Services \(WTS\)](#) at 519-661-3800 with this information to activate your UWO account.

If applicable, note the date/times of Benefits or Health appointments. These are usually indicated on your offer letter or orientation schedule.

Action Items: Review the Following on the First Day/Week with your Supervisor

Review your role and the expected outcomes. Discuss probationary period, if applicable.

Ensure that you understand what is expected of you during the first week.

Ensure your work area is properly equipped with supplies.

Ask how you will communicate with your supervisor or receive support.

Familiarize yourself with the physical space of your work area:

- Where to hang your coat
- Where to store and eat your lunch
- Where the washrooms are, etc.

Review the unit/department's role and organizational structure.

Review formal and informal performance management and professional development.

Review time off process for vacation and absence requests.

Ask about:

- Working hours, and how lunches and breaks are managed
- Telephone, e-mail and internet use, as well as printer and fax use
- After hours and weekend office access

Action Items: First Day/Week

Review the [Orientation Guide](#).

Complete the [Return to Campus Questionnaire](#) in My Human Resources.

Activate your email address by digitally signing the [Acceptable Use Agreement](#).

Request your [Western ONEcard](#). This is used for building access and can also be used to pay for food at on-campus eateries.

Ensure that Human Resources has your personal contact information, including bank deposit details by logging into [My Human Resources](#).

Contact Parking Services if you need a [Parking Permit](#).

Set up [Voice Mail](#).

Complete the [Employment Equity and Diversity Survey](#).

Familiarize yourself with Western's administrative [policies and procedures](#), including [health and safety](#) practices.

Complete [Required Training](#) through OWL:

- Accessibility at Western (AODA)
- Workplace Hazardous Materials Information System (WHIMIS)
- Health & Safety Awareness – Worker or Supervisor
- Western Safe Campus Community
- COVID-19: Return to Campus Essentials

Complete [Recommended Learning](#) through OWL:

- Mental Health Interactive Learning Module

As needed, schedule a [New Schulich IT Services Employee Orientation](#).

As needed, familiarize yourself with Western's purchasing procedures for [Goods & Services](#).

As needed, complete a request for [Keys](#).

As needed, order [business cards](#).

Other Suggestions

Tour the [Campus](#).

Explore the [Western Website](#).

Consider a membership at [Campus Recreation](#).

Look into the [Campus Meal Plan](#) to save 5% on your meals.

Find out how to [contact](#) your union or association.

Consider upgrading your computer skills. WTS offers [non-credit computer courses](#) to faculty, staff and graduate students.

Familiarize yourself with Western's [sustainability initiatives](#), and learn how you can contribute to a greener campus.