



UNIVERSITY  
OF MANITOBA

## Human Resources Department

309 Administration Building  
Ft. Garry Campus  
and  
P001 Pathology Building  
Bannatyne Campus

### **NEW EMPLOYEE ORIENTATION:**

### **SUPERVISOR'S GUIDE TO ORIENTATION**

Congratulations! You've survived recruitment, hired a new staff member, and are ready to move on to orientation. There are a number of things you will want to do to prepare for your new employee - and you probably only have a short time to accomplish them.

You want to give a positive first impression to your new employee – to appear organized and with a sense of direction. Changing jobs is one of life's top 10 most stressful experiences. Help your new employee feel confident that their choice to work at The University of Manitoba is a great choice.

The new employee will be trying to figure out what is expected of them. During the first week you should have the first of many open communications with your new employee. Most people want to exceed the supervisor's expectations. They need to understand your values and goals as well as the overall mission of the department and of the University - and how they fit into this picture. You want to be open about what challenges the department is facing and what needs to be overcome.

It is also important to speak with your current employees about the arrival of their new team member - so they too can prepare. They will want to know what skills this individual will bring to the work environment.

The list of activities and topics in this document cover the arrangements for a new University employee (someone not currently employed by the University). However, many of these issues are also important where your new employee is transferring from another University department.

If you have any questions on this orientation material, please contact your HR Consultant.



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## SUPERVISOR'S CHECKLIST

### PART A. BEFORE THE NEW STAFF MEMBER ARRIVES

An offer has been accepted by your candidate and has started the onboarding process with Human Resources. An Employee ID# has been generated and will be provided to the employee along with any Payroll-related forms and general information about the University – these are all part of the onboarding process. Please ensure the following is completed prior to the employee's first day:

- Workspace and work tools** including office, desk, telephone, computer equipment, lab supplies, etc.
- Announcement to your current staff regarding the new staff member.**

### PART B. THINGS THE NEW STAFF MEMBER WILL NEED ON THE FIRST DAY.

- Employee ID #**

Your PSU will receive an e-mail agenda message from VIP once the employee's appointment has been set-up; the message will provide the employee's I.D.#. The employee will have received this through the onboarding process.

- Computer Accounts**

You are to ensure the new employee claimed their ID, however, they may require access to one or more of the following computer accounts, depending on the nature of his or her work:

CNS (Corporate Network System – access to Novell Network)  
UMnetID (e.g. access to email, departmental web pages and Unix applications, JUMP, WEB CT, Internet)  
Aurora (Student and Financial Information Systems)  
INS (Instructional Network System – access to computers in the classrooms)  
VIP (Human Resources, Payroll)

If the employee has not already done to, for access to these accounts, the employee must go through Information Services & Technology identity management system to create his or her account "Iridium"

*Procedures for employee if they have not already claimed a computer ID:*  
[www.umanitoba.ca/iridium](http://www.umanitoba.ca/iridium) and click on "Create UMnetID"

*You will create your password for your computer accounts within Iridium. To change the passwords you will revisit Iridium. If you have forgotten your password you may revisit Iridium and simply answer your challenge questions that were setup when you created your account.*

The department's WorkGroup Manager or Container Administrator is responsible for assisting the new employee with this process.

It is important that the new employee reads the Responsible Computer Usage agreement while going through the Claimid process.

If the new employee requires access to Aurora, the supervisor must contact an Aurora administrator to set up the appropriate permissions, once the account has been obtained through claimid.

Angel - Learning Management System

Aurora - Student or Financial systems

CCY – used to access your email

CNS account – Corporate Novell for the local print and file sharing network.

INS account – Instructional Novell for access to the student local print and file sharing network. This account is required to access the installed computer equipment within the classrooms.

Jump - University of Manitoba web portal used to access parking and bi-weekly pay statements

With respect to a Windows account password on a stand alone computer, please see your WorkGroup Manager or Container Administrator.

If the new employee is responsible for creating or maintaining departmental web pages within Red-Dot, please contact IST Web Training and Support at 474-9178 for directory and access rights, once a UMnetID has been obtained.

The employee may require access to departmental computer applications and mailing lists. These should be discussed with the supervisor when the computer account has been activated.

Please consider subscribing to the IST-Alert mailing list to keep informed of computer network maintenance and problems.

<http://lists.umanitoba.ca/mailman/listinfo/ist-alerts>

### **Electronic Staff Directories**

For the employee's email address to appear in the staff web directory, email directory and the telephone directory, an email message must be sent to [campus\\_directory@umanitoba.ca](mailto:campus_directory@umanitoba.ca) with name, position title, department, campus phone number and address, and email address. For a "Friendly" e-mail address, the employee can register their first and last name as an alias. This can be done at: <http://umanitoba.ca/campus/acd/directory>

#### **Employee ID Card**

Allow time for the new employee to visit the ID Centre (400 University Centre) to obtain their Employee ID Card. Have an existing staff member accompany the new employee.

#### **Building and Office Access**

Please contact your departmental Card/Key Coordinator for information on activating the Staff Card for building access and/or to arrange for keys. If further information is required, please contact Physical Plant 14 474-7088 (Fort Garry) or 789-3649 (Bannatyne).

***The following checklists contain some of the things you or your team will want to arrange for the employee's first days on the job. Since every work environment is different, you will want to tailor these plans to meet the needs of the job or your department.***

#### **PART C. FIRST DAY ON THE JOB**

**Supervisor greets the employee on the first day and meets with him/her to:**

- provide an overview of the unit/department's primary activities, objectives and clients.
- review policies and procedures specific to the unit/department; for example, office hours, lunch and coffee breaks.
- identify who to consult in the unit/department regarding computer questions, office supplies, etc.
  
- provide a copy of the job description, reviewing the nature, scope and responsibilities of the job.
- provide a copy of the unit's organization chart. An org chart showing position titles and names with phone numbers can be very helpful to a new employee.
- discuss initial work assignments.

**Supervisor (or delegate) accompanies the new employee to:**

- meet with colleagues/team members and talk about their responsibilities and how they relate to and support or are supported by the new staff member.
- explain social matters such as coffee funds, social funds, regular gatherings, etc.
- tour the office and building (coffee/lunch rooms, washrooms, equipment, e.g. printer, photocopier, fax).
- review office and building security procedures.

**Supervisor (or delegate) accompanies new staff member to lunch.**

#### **PART D. FIRST WEEK ON THE JOB**

**Review University policies of specific importance/relevance to the employee's position, e.g. travel, conflict of interest, etc.**

## PROBATION/TRIAL PERIOD

*It is particularly important to periodically discuss performance with the employee during their probation/trial period.*

- In a meeting with the employee, discuss the process for monitoring and the review that will take place during the employee's probation/trial period.

As well as the day-to-day communications you will want to have with your new employee, your process should include **periodic meetings**. For example, scheduled weekly meetings may be useful to both you and the new employee where discussions can take place on the previous week's performance, upcoming assignments, and any areas of concern you may need to bring to the employee's attention. These meetings can also be an opportunity for the employee to ask questions and seek guidance.

- Make **diary notes** to ensure you keep on top of this important period of time. If near the halfway point in the period you find there is reasonable doubt concerning the employee's performance, contact your HR Consultant. Your Consultant will work with you in planning an appropriate course of action.
- You will receive an agenda message from VIP midway through the employee's probation/trial period.
- Print out a copy of the [Probation or Trial Period Review Form](#) (fix link)(requires Adobe Acrobat Reader). This form includes the criteria you will use to evaluate the employee's performance. If your recommendation will be for other than the employee's successful completion of the probation/trial period, it will be important for you to **contact your HR Consultant** well in advance of the end of the review period.