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.

UNIVERSITY OF MANITOBA

SUPERVISOR'S CHECKLIST

PART A. BEFORE THE NEW STAFF MEMBER ARRIVES

Human Resources completes and processes the appointment form for an employee hired to a posted position. An Employee ID# is generated at this time. Human Resources will mail the employee a letter confirming acceptance of the job offer. Payroll-related forms and general information about the University will be sent with the letter. The supervisor will be sent a copy of the letter and a copy of the Supervisor's Guide to Orientation. (For senior excluded positions, letters of offer are prepared that require a new employee's signature.)

☐ **Workspace and work tools** including office, desk, telephone, computer equipment, lab supplies, etc.

☐ **Arrangements for parking** on the first day.

For a nominal fee, a temporary permit can be obtained from the parking office. You may wish to mail the permit to the new employee or have it available on their first day. For information call 474-9483.

☐ **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 #**

You will receive an e-mail agenda message from VIP once the employee's appointment has been set-up; the message will provide you with the employee's I.D.#.

☐ **Computer Accounts**

The new employee may require access to one or more of the following computer accounts, depending on the nature of his or her work:

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

For access to these accounts, the employee must go through Academic Computing & Networking's "Claimid". 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.

Passwords for Academic Computing & Networking accounts are automatically assigned. To change the passwords for:

UMnetID – go to website: http://mail.cc.umanitoba.ca
CNS account – ask your WorkGroup Manager or Container Administrator
INS account – start>ins programs>utilities>ins password change

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, please contact IST Web Training and Support at 474-9178 for directory and access rights, once a UMnetID has been obtained.

☐ **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 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 to obtain their Employee ID Card. Call Student Records/ID Card Office at 474-9428 for the location.

☐ **Parking Pass**

The employee may wish to purchase a permanent parking pass, and can be directed to Room 129B University Centre, Ft. Garry Campus, or to call 474-9483. Staff Application Forms and Parking Guidelines are available at the web site: http://www.umanitoba.ca/campus/parking/

☐ **University Telephone Directory**

A desk copy of the University's Telephone Directory may be useful.

☐ **Building and Office Access**

Where building access requires an Employee ID Card, call 474-8340 (for Ft. Garry Campus) or 789-3330 (for Bannatyne Campus) for information on activating the Card. Provide the employee with office and/or building keys where necessary.

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

☐ **Staff benefits documentation**

Ensure the employee has completed staff benefits documentation and that benefits questions have been adequately answered. If necessary, refer the new employee to the Staff Benefits Office (474-7428).

☐ **Conditions of Employment**

- ask if any clarification of the letter of appointment is required.
- review vacation and holiday entitlements.
- discuss salary/wage structures, employee group, step increases, increments, etc.

☐ **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 keep in close observance of your employee's performance and to periodically discuss performance with the employee during their probation/trial period. For advice on monitoring performance, contact your HR Consultant who can meet with you to discuss this issue and other matters related to the orientation of your new staff member.

- In a meeting with the employee, discuss the process for the monitoring and 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. As well, these meetings can 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** (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.

- Within 20 working days of the employee's successful completion of the probation/trial period, you must meet with the employee to review their performance and to review the appropriateness of the employee's **job description**. This is another diary note you will want to make.

  If the job description requires change, work with the employee to make revisions. Where there is a significant change to the job description, it should be submitted to the Human Resources Department along with a Request for Classification Review form. Contact your HR Consultant if you require assistance.

Note: A new employee is on probation until the employee successfully completes a probation period in a **posted** position. An employee who has completed a probation period, and has now been appointed or transferred to another position at the University, must successfully complete a trial period. For further information on this distinction as it applies to your new staff member, please contact your HR Consultant