**Checklist for New Faculty Employees**

**for the UNIT HEAD**

Supervisors, please use this checklist to prepare for the arrival of your new faculty member. Note that employees have their own version of this checklist for actions they can take themselves, such as getting an I-Card or requesting business cards**.**

**This is a general checklist and some items may not apply to your employee’s unique circumstances as they get started in the Library. If you have questions, reach out to Library HR for guidance. Feedback is welcome and helps us to continue to improve this checklist. Please send any comments about this checklist to** [**libraryhr@library.illinois.edu**](mailto:libraryhr@library.illinois.edu)**.**

**As soon as you can after your employee accepts the position and *HR notifies you that you can proceed*:**

* Identify where your new faculty member’s office or workspace will be (if you have questions, please contact Library Facilities)
* **Important: If you have not already done so at HR’s request,** submit the New Employee Starting Form at <https://go.library.illinois.edu/new_employee>. This form will notify IT & Facilities that your employee is starting and allow you to request keys, phone/headset devices, and other important things that you’ll want your new employee to have when they arrive, as well as be added to LibNews
* Reach out to your new employee to
  + Let your new employee know when and where to arrive on their first day. Ask if they have any questions about navigating the building, including the locations of ADA-accessible entries, elevators, or All Gender bathrooms. If you have questions about these items, please ask the Assistant Dean of Facilities and/or the Director for Diversity, Equity, Inclusion, and Accessibility
  + Send them the [employee version of this checklist](https://www.library.illinois.edu/bhrsc/human-resources/recruiting-hiring-and-onboarding/onboarding/new-employee-onboarding-checklists-2/) so they know which steps they need to take (email [atjohnsn@illinois.edu](mailto:atjohnsn@illinois.edu) if you’re not sure which one to provide)
  + Let your employee know that you’re submitting requests for keys and access, and they may start receiving emails from other Library staff
  + Discuss how they will get to work. If they plan to drive, encourage them to contact the [Parking department](https://parking.illinois.edu/) to find out about available spaces as soon as they can (there may be a waiting list). Your new employee may also be interested in hearing about other popular options for getting to work, such as the [MTD system](https://mtd.org/).
  + Be aware that your new employee will be directed to complete the UI New Hire process to get their NetID, email, and other important accounts. No action is needed on your part for these campus-level processes to happen.
  + Once per month, Illinois HR offers an *Illinois Orientation for New Employees* session to provide background about the campus history, culture, mission, programs and services. This information is provided in the employee’s version of this checklist as an optional but recommended activity.
* Notify your team that your new employee has accepted and will be joining the team

**At least 1 week before your new employee starts:**

* Email [khutcher@illinois.edu](mailto:khutcher@illinois.edu) if your new employee will approve timecards for other employees, so this can be set up in the timecard system. Include your new employee’s name/NetID/UIN and the names of whose timecards they will approve.
* Email [kkjohns1@illinois.edu](mailto:kkjohns1@illinois.edu) if your employee will be traveling or seeking reimbursements in their position to request your new employee be set up in Chrome River
* Email [facilities@library.illinois.edu](mailto:facilities@library.illinois.edu) if your new employee needs a Library ID Badge (this applies mostly to units that frequently have their employees working in or picking up items from other Library units and need to be recognized as a Library employee)
* If your employee will be using Alma, please fill out the [Request an Alma Account form](https://forms.illinois.edu/sec/1757746)
* Reach out again to ask if your new employee has any questions about their first day (helpful if they had a long period between accepting the job offer and their start date)
* Arrange any tours or introductory meetings you’d like your new employee to have during their first week
* Pick up a Welcome Basket from Library HR to give to employee on their first day
* Library ODT will pair your new employee up with an existing employee, as part of our Ambassador Program, to provide them with an opportunity to informally ask questions about the community, campus, and Library and help them build a peer network. Please be aware that the Ambassador will reach out to the new employee close to their first day to arrange a time to meet. For questions, contact Zoe Revell ([revell@illinois.edu](mailto:revell@illinois.edu))
* Make sure the new employee’s office/desk has been tidied up since the previous employee

**On your employee’s first day**

* Electronic access
  + As part of filling out the New Employee Starting form, you were able to request Library IT add the new employee to LibNews, shared drives, unit directory, unit email, etc. However, if you have any other unit or team tools (such as wikis, Box folders, calendars, etc.), remember to add them. All employees are automatically added to the LibAllEmployee list.
  + If the new faculty member is untenured (including visiting), contact the current managers [as of 12/2023, Alex Cabada & Evie Cordell] of the untenured faculty email list to have the new faculty member added. Evie also maintains an MS Teams channel and organizes an untenured Community of Practice. Evie typically reaches out to new faculty within a few days of their start to help connect them to these resources.
* Welcoming
  + Show your new employee their office (if they haven’t picked up their key already, it can be helpful if you take them to 44 Main Library)
  + Confirm that your new employee has a computer available to use their first day. Library IT is available if your employee needs equipment to do their work.
  + Introduce them to other team members and other library staff who they may interact with
  + Show them where to get office supplies
  + Send an email introduction to LibNews with a brief description of your new employee’s background
* Preparing for work
  + Discuss job expectations, including attendance, requesting and communicating about sick/vacation leave, requesting changes to work schedule, and research time
    - Ensure they are aware they should record benefit time usage (vacation/sick leave) at <https://my.library.illinois.edu/index.asp>
    - Discuss with your employee if they will be presenting in Library conference rooms or updating Library webpages as a primary duty or in the near future. If so, they have an item on the employee version of the checklist to submit a ticket to IT for access to required training. Conference Training is in person; WordPress training is now online in Canvas.
  + Go over high priority information about the job (operational needs, desk coverage, etc.)
  + Go over any important unit or Library-wide policies and information. As part of this, please let them know they will sometimes receive information that may not be directly relevant to their job, such as Box notifications about the Trespass folder
  + If your new employee will approve timecards, show them how to log in and use the system. For questions, email [khutcher@illinois.edu](mailto:khutcher@illinois.edu)
  + Ensure that your new employee is aware they should record benefit time usage (vacation/sick leave) at <https://my.library.illinois.edu/index.asp>
  + Ask if your employee has any questions about their job description
* Tenure
  + Let your employee know that a Peer Review Committee (PRC) will be assigned to them. Encourage them to review the [PTAC website](https://www.library.illinois.edu/staff/committee/promotion-and-tenure-advisory-committee/) and answer any immediate questions they have.
  + Let your employee know that HR will help schedule a one-no one meeting with the AUL over academic affairs, who will reach out to them to talk about faculty development and answer any questions they have

**Within first week**

* + Meet again with your employee to provide more background information now that they have had a chance to settle in
    - Ask your new employee if they have any questions about using technology (and please be sure to share any expectations you or your unit have regarding its use, such as calendar sharing, etc.) and confirm they are receiving LibNews & LibAllEmployee emails and have access to systems they need to use day-to-day. Their checklist contains some links to the most common needs about getting email and calendaring set up on Android or iOS, how to reserve Library conference rooms, and how to contact Library IT for help. Library IT is a great resource who can offer direct support or put your employee in touch with the campus-level Technology Services department when needed.
    - Show the staff website and briefly how to navigate it
    - Introduce new employee to the travel request form: <https://www.library.illinois.edu/staff/bhrsc/business-office/travel/>
    - Provide a brief overview of the Library organization, including units, divisions, the Dean’s Cabinet, Executive Committee, and Administrative Council, and where the committees are listed on the web site
    - Describe the major email lists, including LibAllEmployee-L, LIBNEWS-L, LIBFAC-L, LIBAP-L and the Library Office Notes (LON). A web page with full listing is available here: <https://www.library.illinois.edu/staff/it/emailphonefax/wikiblogmorelistserv/>
    - Ask your new employee to review the applicable Building Emergency Action Plan(s) and take the quiz at their earliest convenience, if they haven’t already. See: <https://wiki.illinois.edu/wiki/pages/viewpage.action?pageId=146573515>
    - Go over the Important Policies section on your employee’s checklist (or ask them to review it themselves) for other important safety and liability concerns
    - Discuss how the annual performance appraisal process works
  + Confirm that your new employee reviewed the Important Policies section on their checklist