

**New Employee Orientation**  
**Student Employees**  
**University of Illinois Library at Urbana-Champaign**  
Questions? <http://www.library.illinois.edu/administration/human/>

Name \_\_\_\_\_

Beginning Date \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor/Unit Head \_\_\_\_\_

Department/Unit \_\_\_\_\_

Office Address \_\_\_\_\_ Mail Code \_\_\_\_\_

Street Address \_\_\_\_\_ Office Phone Number \_\_\_\_\_

**On or Before the First Day of Employment:**

\_\_ Fill out new hire information in JOYCE

***With the Library Human Resources Office***

- \_\_ Complete application with Library Human Resources Office
- \_\_ Receive logon and temporary password for New NESSIE
- \_\_ Complete New NESSIE electronic paperwork (including Ethics training)
- \_\_ Verify whether or not student has College Work Study award (if student requires copy of award letter, available online)
- \_\_ Direct deposit or I-card credit
- \_\_ Complete I-9, requires two forms of identification, or passport
  - Student I-Card, to verify student status, and serves as photo ID
  - Social Security card, birth certificate, (others on back of form)
- \_\_ International Students
  - Must have obtained social security number
  - Current Passport
  - Copy of I-20
  - Limit of number of hours of work? (check with OISA)
- \_\_ Receive email from Library Human Resources Office that student is approved to begin work

## **Compensation**

- \_\_\_ Time sheets, verify with supervisor where they are kept or if you will be filling them out electronically
- \_\_\_ Schedule for submission of timesheets for on time pay (payroll schedule)
- \_\_\_ Should time sheet be signed at beginning of pay period?
- \_\_\_ Pay date
- \_\_\_ Accessing pay statements

## **Attendance** (We 'bolded' this section because it is SO important!)

- \_\_\_ **Time reporting**
- \_\_\_ **Hours of work and schedule**
- \_\_\_ **Flexibility of schedule, requesting change to work schedule, how your absence impacts other workers**
- \_\_\_ **Opening and closing responsibilities**
- \_\_\_ **Policy for substitutes for schedule**
- \_\_\_ **Tardiness**
- \_\_\_ **How to report absences, yours and coworkers', to whom? How much notice? How to notify (phone or email)?**
- \_\_\_ **Scheduled absences from regular schedule, how much advance notice needed**
- \_\_\_ **Inclement weather: [http://www.shr.illinois.edu/Weather\\_Related\\_Information.pdf](http://www.shr.illinois.edu/Weather_Related_Information.pdf)**
- \_\_\_ **Holidays, spring break, fall break, time between semesters**
- \_\_\_ **Work shift breaks**

## **Safety and Security**

- \_\_\_ Keys & Key Policy: <http://www.library.illinois.edu/administration/facilities/keyrequest.html>
- \_\_\_ Library Security Guards
- \_\_\_ Location of "screamers" in unit
- \_\_\_ Weather Radios
- \_\_\_ Library Emergency Procedures Manual
  - Review evacuation plans
  - Fire Drills and Tornadoes
  - Civil Defense Sirens
  - Location of fire extinguishers
- \_\_\_ First Aid
- \_\_\_ Ergonomics
- \_\_\_ Building and office access during emergencies
- \_\_\_ Accidents and emergencies
- \_\_\_ After-hours procedures

## **Personal Concerns**

- \_\_\_ Employee emergency contact information
- \_\_\_ Breaks, lunch periods, available facilities
- \_\_\_ Restroom locations
- \_\_\_ Smoking policy
- \_\_\_ Safeguarding personal belongings

## **Professionalism**

- Appropriate dress and hygiene
- Appropriate telephone and email usage
- Appropriate use of computers during work time, surfing the web and downloading
- Food in the Library, Library Food Policy
  - What if you see patrons with food?
- Unit policy on use of radios, earphones, I-pods, other personal electronic devices
- Visitors
- Ethics, campus policy, training, and requirements (completed with Library HR)
- Work hours expectations, full shift
- Patron confidentiality: <http://www.library.illinois.edu/circ/policies/Confidential.html>
- Sexual harassment
- Student Code of Conduct: <http://www.admin.illinois.edu/policy/code/index.html>
- Alcohol and other drugs
- Library etiquette

## **Equipment, supplies, and Property Use**

- Use of computers during work time, (checking personal email)
- Copiers and microform readers, training and usage
- Printing requests and copying, copy cards, PaperCut:  
<http://www.library.illinois.edu/it/helpdesk/service/publicprinting.html>
- Fixing equipment or requesting repairs

## **Communication**

- Communicating with Supervisor
- Communicating with other student staff, other civil service staff members
- Online Directory
- Telephone and Voice Mail, telephone number

## **Job Expectations**

- Employee responsibilities
- Supervisor expectations
- Overview of job duties
- Role of student assistant within unit/department
- Role of unit/department within the Library, organizational chart
- Job responsibilities of other unit members
- Key unit contacts and referrals
- Standards, goals, and objectives of the unit
- Forms and reports, statistics

## **Performance Review and Evaluations**

- Will your supervisor conduct a performance evaluation?
- Calendar/Frequency
- Goal setting
- How to get feedback on your work

*(Supervisor and Employee should initial this form)*

**Date this checklist was reviewed** \_\_\_\_\_  
\_\_\_\_\_

Initials \_\_\_\_\_  
Initials \_\_\_\_\_

**Questions?**

Phone Library Human Resources Office at 333-8169  
Or visit <http://www.library.illinois.edu/administration/human/>

After checklist is completed, employee should retain a copy and the original should be returned to Library Human Resources.

Thank you!

01/15/2013