New Employee Orientation  
Student Employees  
University of Illinois Library at Urbana-Champaign  
Questions? [http://www.library.illinois.edu/administration/human/](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
___ 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](http://www.library.illinois.edu/circ/policies/Confidential.html)
- Sexual harassment
- 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](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