



## Staff Orientation Checklist (For Use by Staff Member)

See Website for additional information: <http://www.lib.utk.edu/share/training/employee-orientation/>

First Full Day																																	
<input type="checkbox"/> <b>Gail Conner</b> Library Support Services 630 Hodges Library 865-974-4424 <a href="mailto:gconner@utk.edu">gconner@utk.edu</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">Confirm Completion of Items Below</th> </tr> <tr><td style="width: 20px;"><input type="checkbox"/></td><td>W4 Card (Tax forms)</td></tr> <tr><td><input type="checkbox"/></td><td>ID Card (UT ID Card)</td></tr> <tr><td><input type="checkbox"/></td><td>Parking Permit and Instructions Tyson Lot</td></tr> <tr><td><input type="checkbox"/></td><td>Direct Deposit and paychecks</td></tr> <tr><td><input type="checkbox"/></td><td>I-9 (Employment Eligibility Verification Form)</td></tr> <tr><td><input type="checkbox"/></td><td>Conflict of Interest</td></tr> <tr><td><input type="checkbox"/></td><td>Authorization of Disclosure</td></tr> <tr><td><input type="checkbox"/></td><td>Insurance</td></tr> <tr><td><input type="checkbox"/></td><td>Retirement</td></tr> <tr><td><input type="checkbox"/></td><td>Savings Bonds</td></tr> <tr><td><input type="checkbox"/></td><td>Credit Union</td></tr> <tr><td><input type="checkbox"/></td><td>English language Competence Form</td></tr> <tr><td><input type="checkbox"/></td><td>Staff Room Access (If Applicable)</td></tr> <tr><td><input type="checkbox"/></td><td>Leave/Holidays</td></tr> <tr><td><input type="checkbox"/></td><td>Apply for Net ID</td></tr> </table>	Confirm Completion of Items Below		<input type="checkbox"/>	W4 Card (Tax forms)	<input type="checkbox"/>	ID Card (UT ID Card)	<input type="checkbox"/>	Parking Permit and Instructions Tyson Lot	<input type="checkbox"/>	Direct Deposit and paychecks	<input type="checkbox"/>	I-9 (Employment Eligibility Verification Form)	<input type="checkbox"/>	Conflict of Interest	<input type="checkbox"/>	Authorization of Disclosure	<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Savings Bonds	<input type="checkbox"/>	Credit Union	<input type="checkbox"/>	English language Competence Form	<input type="checkbox"/>	Staff Room Access (If Applicable)	<input type="checkbox"/>	Leave/Holidays	<input type="checkbox"/>	Apply for Net ID
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<input checked="" type="checkbox"/> <b>Training</b> Thura Mack Library Training 630 Hodges Library 865-974-6381 <a href="mailto:tmack@utk.edu">tmack@utk.edu</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td colspan="2">Introduction to Training Services</td></tr> <tr><td><input type="checkbox"/></td><td colspan="2">Review Training Needs and Opportunities</td></tr> <tr><td><input type="checkbox"/></td><td colspan="2">Library Quick Tour (Departments, Entrances, Elevators, Restrooms, Fire Alarms and Extinguishers, Emergency Exits and Procedures, etc.); Map Services; Escort to Technology Services</td></tr> <tr> <td><input type="checkbox"/></td> <td>Schedule Walking Tour</td> <td>Date:</td> <td>Time:</td> </tr> </table>	<input type="checkbox"/>	Introduction to Training Services		<input type="checkbox"/>	Review Training Needs and Opportunities		<input type="checkbox"/>	Library Quick Tour (Departments, Entrances, Elevators, Restrooms, Fire Alarms and Extinguishers, Emergency Exits and Procedures, etc.); Map Services; Escort to Technology Services		<input type="checkbox"/>	Schedule Walking Tour	Date:	Time:																			
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<input type="checkbox"/> <b>Jeffrey Hines</b> Library Technology Services 647 Hodges Library 865-974-2874 <a href="mailto:jhines@utk.edu">jhines@utk.edu</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Net ID Overview</td></tr> <tr><td><input type="checkbox"/></td><td>IT Support</td></tr> <tr><td><input type="checkbox"/></td><td>Email</td></tr> <tr><td><input type="checkbox"/></td><td>Home Access</td></tr> </table>	<input type="checkbox"/>	Net ID Overview	<input type="checkbox"/>	IT Support	<input type="checkbox"/>	Email	<input type="checkbox"/>	Home Access																								
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First Full Day (continued)			
Jeffrey Hines (continued)	<input type="checkbox"/>	Sharepage	
	<input type="checkbox"/>	Software / Hardware Acquisition	
	<input type="checkbox"/>	Overview of Network and System Usage	
First Week			
<input type="checkbox"/> Team Leader / Coordinator	<input type="checkbox"/>	Welcome and Review of Desk/Office Area and Facilities used by the Team	
	<input type="checkbox"/>	Library Hours	
	<input type="checkbox"/>	Review of Team and Team Meetings	
	<input type="checkbox"/>	Organization and Staff Introductions	
	<input type="checkbox"/>	Goals/Objectives and Planning Process	
	<input type="checkbox"/>	Review Library Service Philosophy	
	<input type="checkbox"/>	Performance Expectations: Tools and Policies and Performance Review Process	
	<input type="checkbox"/>	Phone, Voicemail, and Fax Usage	
	<input type="checkbox"/>	Staff Committee and Staff Meetings	
	<input type="checkbox"/>	Employee Relations Committee (ERC) Representation	
	<input type="checkbox"/>	Library Budget Process and Team Budget Requests	
	<input type="checkbox"/>	Academic Calendar	
	<input type="checkbox"/>	Review Safety and Security	
	<input type="checkbox"/>	Disaster Procedures	
First Month			
<input type="checkbox"/> Dean  Barbara Dewey Dean of Libraries 607 Hodges Library 865-974-6600 <a href="mailto:bdewey@utk.edu">bdewey@utk.edu</a>	<input type="checkbox"/>	Welcome and Overview of UT Libraries and Academic Affairs (1/2 Hour)	
	<input type="checkbox"/>	Schedule Lunch with the Dean	Date: _____ Time: _____
<input type="checkbox"/> Rita Smith  Associate Dean 612 Hodges Library 865-974-6600 <a href="mailto:rsmith19@utk.edu">rsmith19@utk.edu</a>	<input type="checkbox"/>	Schedule meeting with Rita Smith	Date: _____ Time: _____
	<input type="checkbox"/>	Overview: Library commitment to service and learning	
<input type="checkbox"/> Pauline Bayne  Assistant Dean 613 Hodges Library 865-974-4465 <a href="mailto:pbayne@utk.edu">pbayne@utk.edu</a>	<input type="checkbox"/>	Schedule meeting with Pauline Bayne	Date: _____ Time: _____
	<input type="checkbox"/>	Informational meeting, approximately 15 minutes	
<input type="checkbox"/> Jill Keally  Executive Associate Dean 611 Hodges Library 865-974-6600 <a href="mailto:jkeally@utk.edu">jkeally@utk.edu</a>	<input type="checkbox"/>	Schedule meeting with Jill Keally	Date: _____ Time: _____
	<input type="checkbox"/>	Welcome and Overview	



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First Month (continued)			
<input type="checkbox"/> <b>Sandra Leach</b> Head of Branch Libraries A113 Veterinary Teaching Hospital 865-974-7338 <a href="mailto:sleach1@utk.edu">sleach1@utk.edu</a>	<input type="checkbox"/>	Schedule meeting with Sandra Leach	Date: _____
	<input type="checkbox"/>	Overview: Branch Libraries	
<input type="checkbox"/> <b>Employee</b> Complete on your own	<input type="checkbox"/>	University Policies and Procedures – HR’s page for employee guidance, <a href="http://hr.utk.edu/policies.shtml">http://hr.utk.edu/policies.shtml</a>	
	<input type="checkbox"/>	Office of Information Technology (OIT) – Information about Email, passwords, training, the OIT help desk, security, etc. - <a href="http://oit.utk.edu/">http://oit.utk.edu/</a>	