THE UNIVERSITY OF BRITISH COLUMBIA

New Employee Checklist: items for managers or department administrators to consider

- ☐ Introduce to other team members and provide a unit overview
- ☐ Ensure access to Workday
- ☐ Ensure Enhanced CWL is activated
- ☐ Computer network access activated (e.g. VPN, FASmail, system ID's, LAN access, etc.)
- ☐ Review job description
- ☐ Tour of building conducted (e.g. lunch room, bathrooms, muster points, first aid, etc.)
- ☐ I.D. cards and building access cards, keys and codes issued
- ☐ University property issued
  (a) University equipment for home use (e.g. computer, cell phone, etc.)
  (b) Office equipment (e.g. binders, reference materials, files, textbooks, etc.)
  (c) Work tools, equipment and protective gear
  (d) Uniforms, security identification, name tags, etc.
  (e) Other
- ☐ Desk and cabinet keys issued and voice mail activated
- ☐ Department policies and procedures reviewed (e.g. security precautions, vacation request procedures, etc.)
- ☐ University policies and procedures reviewed. Summary of UBC Policies and Expectations for Faculty & Staff.
  - UBC Statement on Respectful Environment (pdf)
  - Policy GA4 – Records management (pdf, formerly Policy #117)
  - Policy SC1 – Health and Safety (pdf, formerly Policy #7)
  - Policy SC5 – Snow (pdf, formerly Policy #68)
  - Policy SC7 – Discrimination (pdf, formerly Policy #3)
  - Policy SC13 – At-Risk Behaviour (pdf, formerly Policy #14)
  - Policy SC14 – Information Systems (pdf, formerly Policy #104)
    Security Standards
- ☐ Determine whether enrolment in Occupational and Preventive Health Program (OPH) is necessary.
- ☐ Mandatory training for all new employees in Vancouver or Okanagan such as:
  - Preventing COVID-19 Infection in the Workplace
  - New Worker Safety Orientation
  - Preventing and Addressing Workplace Bullying & Harassment
  - Privacy & Information Security – Fundamentals
  - Other as required