

Durham College Employee Orientation Checklist

Below is a list of items that you should complete within your first few weeks of employment. Should you require further information or direction, please contact your dean/associate dean or your department's administrative assistant.

Things for you to do:

Item	Completed
Visit the Orientation Website at www.durhamcollege.ca/employeeorientation to review the following:	
• Contract Faculty Orientation Dates and Times	<input type="checkbox"/>
• Jump Start Program Dates and Times (if you have been asked to attend)	<input type="checkbox"/>
• Faculty Teaching Skills and Abilities Document	<input type="checkbox"/>
• Online Telephone Directory Information	<input type="checkbox"/>
• Parking Information	<input type="checkbox"/>
• Health and Safety Checklist	<input type="checkbox"/>
• Fire Alarm Procedures	<input type="checkbox"/>
• Emergency Preparedness Guide (currently being developed)	<input type="checkbox"/>
• Review the specified policies listed on the Durham College website at www.durhamcollege.ca/policies	<input type="checkbox"/>
o Academic Policies	<input type="checkbox"/>
o Administrative Policies	<input type="checkbox"/>
o Employment-Related Policies	<input type="checkbox"/>
1. Review the Faculty Handbook at http://innovation.durhamcollege.ca/facultyhandbook	<input type="checkbox"/>
2. Attend Contract Faculty Orientation	<input type="checkbox"/>
3. Attend Jump Start Program (if you have been asked to attend)	<input type="checkbox"/>
4. Complete Accessibility for Ontarians with Disabilities Act's (AODA) Customer Service Standards online training module (link on Employee Orientation web site)	<input type="checkbox"/>
5. Workplace Violence and Harassment Prevention Training (currently being developed)	<input type="checkbox"/>
6. Determine classroom audio-visual requirements. Contact media services if you require assistance or a one-on-one orientation session.	<input type="checkbox"/>
7. Visit your assigned classroom(s) prior to your first class (if possible)	<input type="checkbox"/>
8. Set-up your telephone – create voicemail greeting and familiarize yourself with the automated system	<input type="checkbox"/>

Things to do with your Dean/Associate Dean:

	Completed
1. Review the Employee Welcome Package	<input type="checkbox"/>
2. Ask your dean/associate dean who has been assigned as your mentor Name: _____ Ext: _____ Office #: _____	<input type="checkbox"/>
3. Review job description, roles, and responsibilities	<input type="checkbox"/>
4. Discuss performance review process	<input type="checkbox"/>
5. Complete Health & Safety Orientation Checklist and return to Dave Roger, Human Resources	<input type="checkbox"/>
6. Discuss any faculty specific Health and Safety requirements or procedures	<input type="checkbox"/>

Turn over...

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Things to do with your School Administrative Co-ordinator:

Item	Completed
1. Obtain your office key(s)	<input type="checkbox"/>
2. Set-up your Outlook (email) account (login, password)	<input type="checkbox"/>
3. Obtain Staff Identification Card	<input type="checkbox"/>
4. If required, order business cards. Check with your dean/associate dean for approval before ordering.	<input type="checkbox"/>
5. Familiarize yourself with office/departmental practices	<input type="checkbox"/>
6. Find out who to contact if ill or away from work: Name: _____ Ext. _____	<input type="checkbox"/>
7. Obtain a copy of your course outline(s)	<input type="checkbox"/>
8. Obtain your textbook(s) and other course resources	<input type="checkbox"/>
9. Obtain a copy of the program guide for the courses you are teaching	<input type="checkbox"/>
10. Obtain a copy of your timetable	<input type="checkbox"/>
11. Obtain a copy of your class list(s) and/or access the class list(s) on MyCampus	<input type="checkbox"/>
12. Learn about Print Shop guidelines and where to locate Printing Requisition Forms	<input type="checkbox"/>
13. Find your mailbox in the school office	<input type="checkbox"/>
14. Obtain your school office photocopier login ID	<input type="checkbox"/>
15. Find out procedures regarding supplies (overheads, markers, pens, scantrons, whiteboard markers, chalk, etc.)	<input type="checkbox"/>

Important School Contact Information:

	Name	Ext.
Dean		
Associate Dean		
Program Coordinator		
Administrative Coordinator		
Administrative Assistant		
Student Liaison		

Please Print

Name: _____

School: _____

Job Title: _____

Banner Number: _____

Signature: _____

Date: _____

Please make a copy of this form for your records and return completed form to Janice MacMillan, Manager, Faculty Development, Human Resources.