

# Welcome to Western!



Western

Check when complete	Actions (for the first days and weeks)	Suggested Source(s)
	<b>Your Role &amp; Workplace</b>	
	With your supervisor, review your role and the expected outcomes.	Supervisor
	Ensure that you understand what is expected of you during the first week.	Supervisor
	Ask how you will communicate with your supervisor or receive support as you orient to your role.	Supervisor
	Familiarize yourself with the physical space of your work area. <ul style="list-style-type: none"> <li>• where to hang your coat</li> <li>• where to store and eat your lunch</li> <li>• where the washrooms are...etc.</li> </ul>	Supervisor
	Ask: <ul style="list-style-type: none"> <li>- how breaks and lunches work</li> <li>- how each other's absences are covered</li> <li>- if there are special telephone and e-mail protocols</li> <li>- about relevant health and safety practices</li> </ul>	Supervisor
	Familiarize yourself with the unit/department's role and organizational structure.	Supervisor
	<b>Human Resources &amp; Safety</b>	
	Activate your email address by digitally signing the <a href="#">Acceptable Use Agreement</a> .	<a href="#">ITS Computer Accounts Office</a> ext 83800 (option 2)
	Ensure that Human Resources has your personal contact information (including bank deposit details).	<a href="#">My Human Resources</a> Use your User ID and password
	Complete Western's Employment Equity Survey.	<a href="#">Complete the Survey here &gt;&gt;</a>  <a href="#">Equity &amp; Human Rights Services</a> Somerville House, Room 2319 ext. 83334 - <a href="mailto:equity@uwo.ca">equity@uwo.ca</a>
	Note the date/times of Human Resources or Health appointments. These are usually indicated on the orientation schedule accompanying your offer letter.	Human Resources - Recruitment, Pension, Benefits & Payroll - 519-661-2194 (or ext. <b>82194</b> )  Staff/Faculty Health- 519-661-2047

	<p>Complete Western's core online training (required for all employees)</p> <ul style="list-style-type: none"> <li>• Western's Health and Safety Awareness – Supervisor OR Worker</li> <li>• Workplace Hazardous Materials Information System (WHMIS)</li> <li>• Accessibility at Western</li> <li>• Safe Campus Community: Preventing Harassment, Violence and Domestic Violence at Western</li> </ul> <p>Complete the required courses specific to your role.</p>	<p><a href="#">Required Training</a></p>
<b>OTHER RESOURCES:</b>		
	<p>If applicable to your role, complete the “<b>Request for Access to Corporate Information</b>” form. Request authorization from your unit head and submit the completed form to the Computer Accounts Office (SSB 3300 or fax to x83486).</p>	<p><a href="http://www.uwo.ca/its/identity/cda.html">http://www.uwo.ca/its/identity/cda.html</a></p>
	<p>Contact Parking Services if you need a parking permit.</p>	<p>Parking Services: Support Services Building, ext 83973 <a href="http://www.uwo.ca/parking">www.uwo.ca/parking</a></p>
	<p>As needed, ensure ITS has been contacted for a telephone connection.</p>	<p>Telecommunications: ext 83323 <a href="http://www.uwo.ca/its/telecom">www.uwo.ca/its/telecom</a></p>
	<p>Review the information provided on how to effectively use Western phones, email, computers, etc.</p>	<p><a href="http://www.uwo.ca/its/eskills/">http://www.uwo.ca/its/eskills/</a></p>
	<p>Obtain your Western ONE photo ID card from the Student Central - Room 1120 in the Western Student Services Building (WSS). Building access information will be programmed into the system based on the pre-authorized access.</p>	<p><a href="#">Western ONECard</a></p>
	<p>As needed, obtain a signed "Western Keys Request Form" from your supervisor. Pick up the key in person and provide Western identification. Alternatively, request swipe card access to electronically secured work environments by contacting the department security contact and completing the card access request form.</p>	<p><a href="#">Key requests</a></p>
	<p>Ensure your work area is properly equipped with supplies.</p>	<p>Supervisor / colleagues; Financial Services – <a href="#">Stationary Supplies</a></p>
	<p>As needed, order business cards.</p>	<p>Supervisor (use the <a href="#">preferred supplier</a> to order cards.)</p>
	<p>As needed, familiarize yourself with Western's purchasing procedures for Goods &amp; Services.</p>	<p>Financial Services - <a href="#">Procedures for Procurement</a></p>
	<p>Familiarize yourself with Western's administrative policies and procedures.</p>	<p>University Secretariat – <a href="#">Policies &amp; Procedures</a></p>
	<p>Familiarize yourself with Western's sustainability initiatives, and learn how you can help contribute to a greener campus.</p>	<p><a href="http://sustainability.uwo.ca">http://sustainability.uwo.ca</a>  <a href="#">Staff Sustainable Actions Checklist</a> (pdf)</p>
<b>OTHER SUGGESTIONS</b>		

	Tour the campus.	Refer to our <a href="#">campus map</a>
	Explore the Western website.	<a href="http://www.uwo.ca">www.uwo.ca</a>
	Consider a membership at Campus Recreation.	<a href="#">Campus Recreation</a>
	Look into the Campus Meal Plan. Save 5% on your meals when you use the Campus Meal Plan.	<a href="#">Campus meal plan</a>
	Find out how to contact your union or association.	<a href="#">Employee Groups and Collective Agreements</a>
	Consider upgrading your computer skills. ITS offers non- credit computer courses to faculty, staff & graduate students.	<a href="http://www.uwo.ca/its/courses/">www.uwo.ca/its/courses/</a>