

Office of Personnel and Budget
Personnel Programs

Graduate Assistant Checklist for University of Maryland
Libraries Orientation

This checklist provides a framework for you to become orientated to the University of Maryland Libraries. When you have completed the checklist please sign and return to Johnnie Love, Ext 5-9048.

Checklist to be completed by Wednesday, October 1, 2004

Place a check mark in front of the item as soon as you have completed the task.

- _____ 1. Identification of your work area (office, desk, etc.)
- _____ 2. Obtain assigned phone number: Ext # _____
- _____ 3. Make sure you work with your supervisor to get your name added to staff directory.
- _____ 4. Request an e-mail address (Updates Ares –see notes on AERES)
(Add to staff directory, team reflector)
- _____ 5. Do you have the office supplies? Sources and procedures
- _____ 6. Obtain copies of appropriate library manuals and publications
(Check Web Site and Departmental resources)
- _____ 7. Identification of Administrative Memos (Checklist will be found in you packet.)
- _____ 8. You have completed your benefits package. (Lupe Fernandes—Personnel)
- _____ 9. Do you have a job description for the work that you will be doing?
(You have a clear understanding of what is expected of you in accomplishing your assigned duties .)
- _____ 10. Have you obtained University ID? If yes, when? _____
- _____ 11. Make an effort to meet co-workers.
- _____ 12. Find out how you are to access office supplies.
- _____ 13. Required Sexual Harassment Workshop.
(Check with Lisa Wheeler for dates Ext 4-0336)
Date of Next Workshop: Wednesday, September 8, 2004,
Room 7121, McKeldin Library, 2-4:00 PM
- _____ 14. ITD to check computer Workstation/ Web Spinner Account

- _____ 15. Find out where your department is located on the organizational chart and obtain information on how your new department relates to all other departments.
- _____ 16. You have taken a virtual tour of the UM Libraries' Web Site.
- _____ 17. GA Listserv (Library GA Listserve- library-ga@umd.edu)
FYI Listserv

Review of UM Libraries Policies and Procedures on the following:

- _____ 18. Discuss with your supervisor record keeping in regards time/hours worked, etc.
- _____ 19. Performance Review procedures (Discuss with your supervisor.)
- _____ 20. Requesting Leave should be worked out with your supervisor.
- _____ 21. Identify if limitations exist on personal use of equipment.
- _____ 22. Dress/Appearance Code (Discuss with your supervisor.)
Policy: While the Libraries have no dress code, all employees should keep in mind that while working here they represent then Libraries to the public. Therefore, dress should be neat and appropriate to the work environment.
- _____ 23. Telephone Procedures for department/voicemail directions
- _____ 24. Security/Alarms-Identify Floor Marshall
- _____ 25. Standards of Customer Service (Common Expectations of Staff)
- _____ 26. Employee Assistance Program/Personnel & Health Center
- _____ 27. Learning Curriculum Opportunities (Calendar of activities and dates)
- _____ 28. Health and Safety Policy and Checklist-Health Center
- _____ 29. Parking Policy and Parking Office Location (Escorted to this location)
- _____ 30. Tour of the Workplace--Include the following:
 - Work Area
 - Library Staff Lounge
 - Fire Evacuation procedures & Exits
 - Health Center Services
 - Restrooms

Administrative Offices
Copy Machines/ Copy Services
Recycling Areas-Recycling
Files appropriate for your department

- _____ 31. Welcome Desk Duty-Cindy Todd
- _____ 32. You are aware of the contact person here in the Library for information on Tuition Remission. Lisa Warner—Personnel Office
- _____ 33. You have met the Dean of the Libraries.
- _____ 34. You know who your divisional director and you have met with them.
- _____ 35. Important Information to know concerning snow related policies
- a) 301-405-SNOW
- <http://www.lib.umd.edu/PUB/Safety&Security/SSappendixC.html>
<http://www.lib.umd.edu/PUB/Safety&Security/index.html>
<http://www.lib.umd.edu/PUB/Safety/emergencies.html>
- _____ 36. Lost and Found Information (Administrative Memo #26)
- a) <http://www.lib.umd.edu/PUB/Safety&Security/SSlostandfound.html>
- _____ 37. Important Campus Numbers to know:
- Campus Emergency-911 (on campus—UMCP respond)**
 - NITE Ride-4-6483**
 - Police Escort Service-5-3555**
 - Sexual Assault- 4-2222**
 - Environmental Safety-5-3960**
 - Health Center- 4-8184**
 - Library Salvage Squad-5-9346**
 - Library Salvage Squad (Beeper)-301-578-0384**
 - Pit Crew- 301-314-4CAR (4227)**
 - Poison Control Center-1-800-222-1222**
 - Work Control- 5-2222**

Find out what other procedures are specific to your department that impact your workload.

Graduate Assistant Signature
Room

Johnnie Love, Coordinator of Personnel Programs
Room 7233

Date: _____