

**Office of Personnel and Budget**  
**Personnel Programs**  
**University of Maryland Libraries**

Tips for Supervisors in Welcoming New Staff
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Part I : Things to think about before the new Library staff member arrives:

- \_\_\_\_\_ 1. Designate a work area (office, desk, etc.)
- \_\_\_\_\_ 2. Request or assign a phone number
- \_\_\_\_\_ 3. Check to see if personnel has added new staff member to staff directory
- \_\_\_\_\_ 4. Request an e-mail address (Updates Ares)  
(Add to staff directory, team reflector)
- \_\_\_\_\_ 5. Arrange for office supplies/phone book (University and city)
- \_\_\_\_\_ 6. Make available copies of appropriate library manuals and publications
- \_\_\_\_\_ 7. Prepare a list of handy Web Sites that will help in the orientation process  
(Policies and Procedures)
- \_\_\_\_\_ 8. University ID

**When a new Library staff member reports for duty**

- \_\_\_\_\_ 9. Introduce new staff to co-workers. Identify show work area.
- \_\_\_\_\_ 10. Provide and explain system for office supplies
- \_\_\_\_\_ 11. Discuss New Library Staff Checklist and the importance of working dates and times into schedule. Discuss support for new employees attending orientation, required workshops and Learning Curriculum
- \_\_\_\_\_ 12 Required Sexual Harassment Workshop (Check with Lisa Wheeler for dates)  
Date: \_\_\_\_\_
- \_\_\_\_\_ 13. Issuance of Keys
- \_\_\_\_\_ 14. ITD to check computer Workstation/ Web Spinner Account
- \_\_\_\_\_ 15. Explain where your departmental Office is on the organizational chart and how your department relates to all other departments.

**Review Policies and Procedures on the following:**

- \_\_\_\_\_ 16. Functional Teams& Subject Teams
- \_\_\_\_\_ 17. Hours/Work Schedule (sign-in & sign out procedures if applicable )
- \_\_\_\_\_ 18. Explain electronic timesheet/ Faculty printed timesheet
- \_\_\_\_\_ 19. Performance Review procedures /PRC's
- \_\_\_\_\_ 20. Requesting Leave
- \_\_\_\_\_ 21. New Hire Probationary Period
- \_\_\_\_\_ 22. Personal Use of Equipment
- \_\_\_\_\_ 23. Dress/Appearance Code ( if any)
- \_\_\_\_\_ 24. Telephone Procedures for department
- \_\_\_\_\_ 25. Security/Alarms
- \_\_\_\_\_ 26. Standards of Customer Service (Issues of Equity In Service )
- \_\_\_\_\_ 27. Worker's Compensation/Personnel
- \_\_\_\_\_ 28. Employee Assistance Program/Personnel & Health Center
- \_\_\_\_\_ 29. Learning Curriculum Opportunities
- \_\_\_\_\_ 30. Health and Safety Policy and Checklist
- \_\_\_\_\_ 31. Parking Policy and Parking Office Location ( Escorted to this location )
- \_\_\_\_\_ 32. 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
  - Files appropriate for your department

## **Part II: Welcoming First Day Tips**

1. Set aside time to meet with the new library staff member on his first day and avoid interruptions during this time.
2. Coach present staff members in advance on including new person in various welcoming ways
3. Publicize new hires by sending information about the new person to newsletters.
4. Create a positive perception of the work environment on the first day.
5. Provide proper direction, essential information, and a clear job description and assignments.
6. Ask the new library staff member what he/she needs to know.
7. Be available to answer questions.
8. Begin to immediately promote customer service efforts, policies and procedures, etc. mission.
9. Plan an online orientation for new staff members to the department. One they can utilize and refer to whenever assistance is not available.
10. Get new staff involved in current projects as soon as possible.
11. Spend a few minutes with new staff member at the end of the first day for review, questions, and positive reinforcement.

### **One week on the Job**

- \_\_\_\_\_ 12. Schedule an overview meeting to provide feedback and reviews for new staff.

### **Two Weeks on the Job**

- \_\_\_\_\_ 13. Meet regularly with new staff member the first two weeks to answer questions and provide support.
- \_\_\_\_\_ 14. Get to know new staff member in regards to career plans and opportunities for mentoring.