Orientation Checklist

Welcome to Fleming College! As a new member of our community, this checklist will guide you through essential steps to ensure a smooth and successful integration into your new role.

First Day

CATEGORY	TASKS What do you need to do?	CONTACT PERSON Who can support you in completing this task or answer your questions?

Introductions	☐ Meet your immediate team.
	☐ Meet your training "buddy."
	☐ Review the organization charts.
	
	☐ Tour of your local campus (all the following areas that are applicable):
	   • HR department
	   • IT Support
	   • Library
	   • Cafeteria/Lunchroom
	   • Mailroom
	   • Washrooms
	   • Designated Smoking Areas
	   • Parking/Security
		Your manager
		
		Your buddy

First Week

CATEGORY	TASKS What do you need to do?	CONTACT PERSON Who can support you in completing this task or answer your questions?
Online & Other Mandatory Training	☐ Mandatory Training	Your manager
Policies and Procedures	☐ Review the Emergency Procedures ☐ Review the Security Policies ☐ Review the Fair Dealing Policy for Copyright-Protected Work ☐ Review the Freedom of Information & Protection of Privacy Act (FIPPA) ☐ Review the policy on	Your manager and/or buddy

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	Harassment and Discrimination Prevention	

Office Setup/ Housekeeping Items	☐ Get your OneCard
	☐ Set up your voicemail
	☐ Familiarize yourself with Microsoft Office
	   ○ For more information about things you can do with Office 365 and email Click here
	   ○ Create contact lists for each meeting group
	   ○ Organize your schedule into your Outlook calendar (ask your buddy about regular scheduled department/team/committee meetings or have someone forward them to you)
	   ○ Ask your team members to add your email address to their own team Contact Groups
	☐ Find out where the closest printer(s) are located.
	   ○ Find out your department photocopy code.
	☐ Create bookmarks in your browser for frequently used websites (ie. MyCampus, Union website)
	☐ Ask your buddy if department has a shared folder in the network drive and get access.
	   ○ Bookmarked links
	☐ Find your mailbox
	☐ Apply for a Corporate Credit Card ** *if applicable*
	☐ Personalize your office space
	☐ Buy your parking pass (if required)
	☐ Get connected to Fleming Wi-Fi on all your devices.
		Your manager and/or buddy

Life @ Fleming	☐ Learn about Life@Fleming and get an introduction to the College and the Campus communities. ☐ Access your MyCampus login account. ☐ Review Fleming's vision, values and	Your manager and/or buddy

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	strategic plan
	☐ Understand our Namesake – who is Sir Sandford Fleming?
	☐ Explore all Fleming Campuses:
	   o Sutherland Campus
	   o Frost Campus
	   o Haliburton Campus
	   o Cobourg Campus	

First Month

CATEGORY	TASKS What do you need to do?	CONTACT PERSON Who can support you in completing this task or answer your questions?
Job Responsibilities	☐ If applicable, review your role accountabilities as listed in the position description form (PDF/JFS). ☐ Ask about the "customs" of your work area and/or the department (e.g., hours of work, lunch schedules, breaks, professional dress etc.)	Your manager Your buddy
Policies and Procedures	☐ Review all general College Policies and Procedures	Human Resources
Human Resources Information	☐ Visit the HR page to learn about: o Time away from work and absence entitlements, payroll information, diversity, your HR Consultant	Human Resources
Benefits and Professional Development	☐ Learn more about benefits, pension and our Employee & Family Assistance Program offered at Fleming. ***Applicable to all FT Employees and Partial Load Faculty only* ☐ Checkout your Professional Development Opportunities ☐ Create your profile with LinkedIn Learning; an online education company offering	Human Resources

CATEGORY	TASKS What do you need to do?	CONTACT PERSON Who can support you in completing this task or answer your questions?
	thousands of video courses in software, creative and business skills.	

Labour Relations	☐ OPSEU
	☐ College Employer Council
	☐ Support Staff – Local 351
	   ○ Full-time Support Staff
	   ○ Part-time Support Staff
	☐ Academic Staff
	   ○ Local 352
	   ○ Academic Collective Agreement
		Your Local Union Steward

IMPORTANT CONTACTS	
Human Resources	HR Reception: ext. 1434/ hr@flemingcollege.ca
Payroll	payroll@flemingcollege.ca
IT/AV Support	IT Service Desk: ext. 4111/ itsupport@flemingc.on.ca
Facilities, Services & Support (parking, security, info desk)	Facilities@flemingcollege.ca
Campus Emergency	X 4444
Information Safe Walk	X 8000
Fleming College Directory	Access it here.