

Getting Started Checklist

This form has hyperlinks to information. Best to access online through:

<https://department.flemingcollege.ca/hr/working-at-fleming/new-employee-information/>

DAY ONE		
CATEGORY	TASKS <i>What do you need to do?</i>	CONTACT PERSON <i>Who can support you at completing this task or answer your questions?</i>
Introductions	<input type="checkbox"/> Meet your immediate team <input type="checkbox"/> Meet your training “buddy” <input type="checkbox"/> Review the org charts <input type="checkbox"/> Tour of your local campus (all of the following areas that are applicable): <ul style="list-style-type: none"> ○ HR department ○ IT Support ○ Library ○ Cafeteria/Lunch Room ○ Duplicating ○ Mailroom ○ Washrooms ○ Designated Smoking Areas ○ Parking/Security ○ Student Services 	✓ Your Manager ✓ Your Buddy
Documentation	<input type="checkbox"/> If not previously submitted, sign and return your employment contract and all employee payroll forms to Human Resources Department	✓ Human Resources

WEEK ONE

CATEGORY	TASKS <i>What do you need to do?</i>	CONTACT PERSON <i>Who can support you at completing this task or answer your questions?</i>
Online & Other Mandatory Training	<input type="checkbox"/> Accessibility Training <input type="checkbox"/> Health & Safety Training Module <input type="checkbox"/> WHMIS – You will be contacted by YOW Canada with completion details.	✓ Your Manager
Policies and Procedures	<input type="checkbox"/> Review the Emergency Procedures <input type="checkbox"/> Review the Security Policies <input type="checkbox"/> Review the Fair Dealing Policy for Copyright-Protected Work <input type="checkbox"/> Review the Freedom of Information & Protection of Privacy Act (FIPPA) <input type="checkbox"/> Review the policy on Harassment and Discrimination Prevention	✓ Human Resources
Office Setup/ Housekeeping Items	<input type="checkbox"/> Get your office key <ul style="list-style-type: none"> ▪ Speak to your manager to find out where your office will be located, and how to get a key. <input type="checkbox"/> Set up your voicemail <ul style="list-style-type: none"> ▪ See the User Guide for Fleming's phones <input type="checkbox"/> Familiarize yourself with Microsoft Office <ul style="list-style-type: none"> • Check out the documents posted here for more information about things you can do with Office 365 and email. • Set up your email signature. • 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. <input type="checkbox"/> Find out where the closest printer(s) are located and use this guide to set them up <ul style="list-style-type: none"> • Find out your department photocopy code • NOTE: Large photocopy jobs must be completed by Duplicating. To learn more about the services offered by Duplicating, check out their page here. <input type="checkbox"/> Create bookmarks in your browser for frequently used websites (ie. MyCampus , Union website) <input type="checkbox"/> Ask your buddy if department has a shared folder in the network drive and get access <ul style="list-style-type: none"> • Bookmarked links <input type="checkbox"/> Find your mailbox <input type="checkbox"/> Apply for a Corporate Credit Card <i>** if applicable</i> <input type="checkbox"/> Personalize your office space <input type="checkbox"/> Buy your parking pass (if required)	✓ Your Manager and/or Your Buddy

	<input type="checkbox"/> Get connected to Fleming Wi-Fi on all of your devices. <ul style="list-style-type: none"> • Use your Fleming User ID and password to get connected 	
Life @ Fleming	<input type="checkbox"/> Learn about Life@Fleming and get an introduction to the College and the Campus communities. <input type="checkbox"/> Access your MyCampus login account <ul style="list-style-type: none"> • Take the virtual tour to learn about the information you can find. Start by clicking 'virtual tour' located at the top right of the home page. • Familiarize yourself with your departments page <input type="checkbox"/> Review Fleming's vision, values and strategic plan <input type="checkbox"/> Understand our Namesake – who is Sir Sandford Fleming? <input type="checkbox"/> Explore all Fleming Campuses: <ul style="list-style-type: none"> • Sutherland Campus • Frost Campus • Haliburton Campus • Cobourg Campus 	<input checked="" type="checkbox"/> Your Manager and/or Your Buddy

MONTH ONE		
CATEGORY	TASKS <i>What do you need to do?</i>	CONTACT PERSON <i>Who can support you at completing this task or answer your questions?</i>
Job Responsibilities	<input type="checkbox"/> If applicable, review your role accountabilities as listed in the position description form (PDF). <input type="checkbox"/> Ask about the “customs” of your work area and/or the department (eg. hours of work, lunch schedules, breaks, professional dress etc...)	<input checked="" type="checkbox"/> Your Manager <input checked="" type="checkbox"/> Your Buddy
Policies and Procedures	<input type="checkbox"/> Review all general College Policies and Procedures	<input checked="" type="checkbox"/> Human Resources
Human Resources Information	<input type="checkbox"/> Visit the HR page to learn about: <ul style="list-style-type: none"> • Time away from work and absence entitlements, payroll information, diversity, rewards and recognition 	<input checked="" type="checkbox"/> Human Resources
Benefits and Professional Development	<input type="checkbox"/> Learn more about benefits, pension and our Employee & Family Assistance Program offered at Fleming <i>** Applicable to all FT Employees and Partial Load Faculty only</i> <input type="checkbox"/> Checkout your Professional Development Opportunities	

	<input type="checkbox"/> Create your profile with Lynda.com ; an online education company offering thousands of video courses in software, creative and business skills.	
Labour Relations	<input type="checkbox"/> OPSEU <input type="checkbox"/> Support Staff – Local 351 <ul style="list-style-type: none"> • Collective Agreement • OPSEU <input type="checkbox"/> Academic Staff – Local 352 <ul style="list-style-type: none"> • Collective Agreement • College Employer Council 	<input checked="" type="checkbox"/> Your Local Union Steward

IMPORTANT CONTACTS	
Human Resources/Payroll	HR Reception: ext. 1434/ hr@flemingcollege.ca
IT/AV Support	IT Service Desk: ext. 4111/ itsupport@flemingc.on.ca
Physical Resources (parking, security, info desk)	physical.resources@flemingcollege.ca
Campus Emergency	X 4444
Information Safe Walk	X 3000
Fleming College Directory	Access it here .

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