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Fleming College

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** *What do you need to do?*	**CONTACT PERSON** *Who can support you at completing this task or answer your questions?*

Introductions	☐ Meet your immediate team
	
	☐ Meet your training "buddy"
	
	☐ Review the org charts
	
	☐ Tour of your local campus (all of the following areas that are applicable):
	    o HR department
	    o IT Support
	    o Library
	    o Cafeteria/Lunch Room
	    o Duplicating
	    o Mailroom
	    o Washrooms
	    o Designated Smoking Areas
	    o Parking/Security
	    o Student Services
		✓ Your Manager
		
		✓ Your Buddy

Documentation	☐ 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 *What do you need to do?*	CONTACT PERSON *Who can support you at completing this task or answer your questions?*
Online & Other Mandatory Training	☐ [Accessibility Training](#) ☐ [Health & Safety Training Module](#) ☐ WHMIS – You will be contacted by YOW Canada with completion details.	✓ 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 [Harassment and Discrimination Prevention](#)	✓ Human Resources

Office Setup/ Housekeeping Items	☐ Get your office key
	  ▪ Speak to your manager to find out where your office will be located, and how to get a key.
	☐ Set up your voicemail
	  ▪ See the [User Guide for Fleming's phones](#)
	☐ Familiarize yourself with Microsoft Office
	  • 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.
	☐ Find out where the closest printer(s) are located and use [this guide](#) to set them up
	  • 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](#).
	☐ 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)
		✓ Your Manager and/or Your Buddy

	☐ Get connected to Fleming Wi-Fi on all of your devices. • Use your Fleming User ID and password to get connected	

Life @ Fleming	☐ Learn about Life@Fleming and get an introduction to the College and the Campus communities.
	 ☐ Access your MyCampus login account
	     • 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
	 ☐ Review Fleming's vision, values and strategic plan
	 ☐ Understand our Namesake – who is Sir Sandford Fleming?
	 ☐ Explore all Fleming Campuses:
	     • Sutherland Campus
	     • Frost Campus
	     • Haliburton Campus
	     • Cobourg Campus
		✓ Your Manager and/or Your Buddy

MONTH ONE

CATEGORY	TASKS *What do you need to do?*	CONTACT PERSON *Who can support you at completing this task or answer your questions?*
Job Responsibilities	☐ If applicable, review your role accountabilities as listed in the position description form (PDF). ☐ Ask about the "customs" of your work area and/or the department (eg. 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: • Time away from work and absence entitlements, payroll information, diversity, rewards and recognition	✓ 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 Lynda.com; an online education company offering thousands of video courses in software, creative and business skills.	

Labour Relations	☐ OPSEU
	☐ Support Staff – Local 351
	    • Collective Agreement
	    • OPSEU
	☐ Academic Staff – Local 352
	    • Collective Agreement
	    • College Employer Council
		✓ 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.