

**FIGURE 9.2 ORIENTATION CHECKLIST  
FOR STAFF IN TECHNICAL SERVICES**

<b>TECHNICAL SERVICES DEPARTMENT ORIENTATION CHECKLIST</b>				
<b>New Employee:</b>		<b>Position:</b>		
<b>Unit:</b>		<b>Start Date:</b>		
<b>Function/Activity</b>	<b>Person Responsible</b>	<b>1st Day</b>	<b>1st Week</b>	<b>Subsequent Weeks</b>
Review of orientation schedule				
Review position description, job duties, and responsibilities				
Review personnel policies Hours and scheduling Time sheets Breaks Types of leave Staff development programs/training Use of computers and e-mail Other				
Tour of library				
Introduction to e-mail system and log-on				
Individual meetings with unit staff				
Individual meetings with staff in other units Cataloging supervisor Serials manager Binding manager Etc.				
Orientation to computer network				
Employment paperwork				
Keys				
Parking permit				
Online catalog training				