NEW HIRE ORIENTATION OUTLINE

- Payroll documents
  - I-9, W4, K4, direct deposit
- Review the library’s mission & vision statements
- Review procedure & policy manuals
  - Procedure manual includes circulation desk duties and any other job duties specific to position. It also includes directions for where to find more in-depth and up-to-date Koha training information online.
  - Policy manual includes COVID-19 symptom flow chart
- Review current Strategic Plan, Technology Plan, and other planning & goal documents
- Review library staff, trustees, and other contacts directory
  - Includes emergency numbers, other system libraries, and maintenance numbers
- Review all library staff positions and duties
  - I.e. who is responsible for collection development, book repairs, and programming.
- Building tour
  - Note fire extinguishers, mechanical rooms and breaker boxes, and other safety points/plans as referred to in the policy manual
  - Note types of meeting spaces and reservation procedure, as outlined in procedure manual
  - Review master keys
- Software demos
  - Library website tour & staff links page
  - Library social media account overview
  - Koha check in/out, patron creation and lookup, etc.
  - Libki overview
  - E-library overviews and FAQs
  - Common sites to look up patron requests (next book in a series, author complete works, etc.)
  - G-Suite credentials & app tour
- Shadow senior staff member for at least one week, or the equivalent of the first five shifts.
- 90-day evaluation with director