

**New Employee Orientation Check-List**

***Please use this check-list to ensure you have received relevant information designed to assist you in starting your employment at UNBC.***

- Benefits Orientation (Human Resources)
- Workplace Safety (Human Resources)
- Computer/E-Mail Account & Password (Help Desk/CTS)  
(Supervisor/Administrative Computing) (ACS)
- Employee Card (Smart Card) (Cashier's Office)
- Introduction and Tour of Department or Work Area (Supervisor)
- Library Access (Library)
- Meeting with Faculty Association or Union Representative
- Office Key(s) (Facilities/Security)
- Parking (Parking Office)
- Photocopier Card (Copy Services)
- Telephone Account (Help Desk 5680)
- UNBC New Employee Orientation Session & Handbook (Human Resources)
- Signature Authority Form (Purchasing)
- Procurement Card Application (Purchasing)
- Childcare (Local 5720)
- Fitness Centre ([www.unbc.ca/fitness](http://www.unbc.ca/fitness))
- Rec Org
- Relocation Reimbursement of Expenses (Vice President Academic and Provost or Human Resources)

Questions you may have about UNBC:

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