

<b>New Employee Orientation Check-List</b>
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**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 ( <http://www.unbc.ca/safety/> )
- UNBC New Employee Orientation Information  
<http://www.unbc.ca/hr/employment/index.html>
- Computer/E-Mail Account & Password –  
Help Desk/Information Technology Services (ITS)
- 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 Pass (Parking Office)
- Photocopier Code (Copy Services)
- Telephone Account (Help Desk 5680)
- Signature Authority Form (Purchasing)
- Procurement Card Application (Purchasing)
- Childcare (Local 5720)
- Northern Sport Centre ([www.unbc.ca/nsc](http://www.unbc.ca/nsc))
- Recreation Organization
- Relocation Reimbursement of Expenses (Vice President Academic and  
Provost or Human Resources)

Questions you may have about UNBC:

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