

Gateway to Organizational Achievement & Learning

Topics Covered for New Hires (except Library Aides)

First Week

Session I – Mondays @ DN – 8:30am – 12:30pm

- New Hire Paperwork, Badges, and Paycom Overview
- Icebreaker – brief chat with fellow GOAL mates
- Mission, Vision, Goals, Culture – Tim Rogers or DED
- Organizational Structure
- Email
- Metro U
- Workplace Safety Orientation & Globally Harmonized System – New Hazard Communication

Session II – Tuesdays @ DN – 8:00am – 12:00pm

- FT staff arrive @8am
- Retirement (Full Time Staff Only)
PT/HT Staff Arrive at 8:45am
- Introduction to MLS PowerPoint
- Policy and Procedure
- Performance Evaluations
- Security Overview – Ed Dillard
- Visit with admin – DEDs or Department Heads

Second Week

Session III – Following Mondays @ SC – 8:30 am – 12:00pm

- Intellectual Freedom – Freedom to Read and Privacy
- *Give 'Em the Pickle* Customer Service Philosophy
- Digital Library Overview
- Outreach Overview – BBM, BC, CRWM
- Maintenance Overview *Maintenance Connection & Supply Catalog*
- Tour of SC (TP, ILL, CAT, MTC, FOL)

Session IV –Following Tuesdays @ Location TBD – 1:00-5:00pm

- CARL-X
- Got Cards