

Gateway to Organizational Achievement & Learning

Topics Covered for New Library Aides

First Week

Session I – Mondays @ DN – 4:00pm – 6:00pm

- New Hire Paperwork, Badges, and Paycom Overview
- Icebreaker – brief chat with fellow GOAL mates
- Introduction to MLS PowerPoint
- Using MLS Email
- Wrap-up / Questions

Session II – Tuesdays @ DN – 4:00pm – 6:00pm

- Introduction to Policy and Procedures
- Understanding Performance Evaluations
- Using Metro University
- Intellectual Freedom – Freedom to Read and Privacy
- *Give 'Em the Pickle* Customer Service Philosophy
- Wrap-up / Questions
- Workplace Safety Orientation