

BUDDY CHECKLIST

Welcome to SAIT

As a new SAIT employee, it is important to be provided with the information and resources that you need to do your job well. The *Buddy System* is core to the New Employee Onboarding Process, and the *Buddy Checklist*, is a guide that details information and resources required to perform your work at SAIT. This checklist includes specific activities to help orient and assist you as a new SAIT employee.

Directions

The "My Life At SAIT" section on www.saitnow.ca is a valuable resource for new employees. Please refer to this resource frequently as you proceed through the checklist.

1. Review this checklist carefully. Each task identifies a resource/contact person. Complete all tasks listed within the suggested time period.
2. Indicate completion of a task with a ✓ in the box provided under COMPLETE.
3. Note location for SIGNATURES at the END of EACH section. Date and sign each section.
4. After signing, keep the original for your personal reference and provide a copy to your Supervisor for your employee file.

Summary

This checklist details the following:

- Specific tasks for you to complete
- Time guidelines for task completion
- Resource/contact info to support and assist you as well as online resources for you to refer to

MONTH 1			
Week 1/TASKS		Day 1 & 2	
Welcome	Contact	Online Resource	Complete
Meet Supervisor	Supervisor/Welcome		<input type="checkbox"/>
Meet Dean/Director/Manager	Supervisor/Arrange		<input type="checkbox"/>
Meet Buddy	Supervisor/Arrange		<input type="checkbox"/>
Receive onboarding materials	Supervisor		<input type="checkbox"/>
ID	Contact	Online Resource	Complete
Obtain staff photo I.D. card	Employee Services N1004 Senator Burns Bldg. Phone: (403) 284-8633	http://www.saitnow.ca/employee-id-card-upass.html	<input type="checkbox"/>
Obtain business cards, name badge, name plate (if applicable)	Admin Asst		<input type="checkbox"/>
Receive instruction on use of business cards (if applicable)	Admin Asst		<input type="checkbox"/>
Department/School Workspace and Relationships	Contact	Online Resource	Complete
View office/workspace	Supervisor		<input type="checkbox"/>
Tour Department/Section	Admin Asst/Buddy		<input type="checkbox"/>
Discuss organization of Department/School Section	Buddy		<input type="checkbox"/>
Meet support staff, instructors, administrators	Supervisor		<input type="checkbox"/>
Locate lunchroom/washroom/staff lounge	Buddy		<input type="checkbox"/>
Locate mailroom/mail slot	Admin Asst		<input type="checkbox"/>
Locate supplies/recycle bins	Admin Asst		<input type="checkbox"/>
Be informed of staffing schedules/staffing roles/responsibilities	Supervisor		<input type="checkbox"/>
Be informed on location and use of forms	Admin Asst/Buddy		<input type="checkbox"/>
Be informed on Department/School protocol: <ul style="list-style-type: none"> ▪ Answering phones ▪ Dealing with students 	Supervisor		<input type="checkbox"/>

Health, Safety & Wellness	Contact	Online Resource	Complete
Complete SAIT New Hire Health and Safety Orientation. Must be completed by end of Week One. See online resource on SAITNOW for documentation. http://www.saitnow.ca/training-and-orientation.html	Supervisor/Buddy	http://www.saitnow.ca/training-and-orientation.html	<input type="checkbox"/>
Work Details	Contact	Online Resource	Complete
Review job description, workload and expectations	Supervisor		<input type="checkbox"/>
Discuss work hours and breaks (Department/School specific)	Supervisor		<input type="checkbox"/>
Academic/Instructor (if applicable)	Contact	Online Resource	Complete
Review Academic Regulations, Policies and Procedures	Supervisor/Buddy	http://www.saitnow.ca/tr1-tr/c4-tr/policies-and-procedures.html	<input type="checkbox"/>
Access and review <i>Instructor Handbook</i>	Supervisor/Buddy	http://www.saitnow.ca/ca-tr.html www.mysait.ca (TAB) myFaculty/myFaculty Resource Centre/myClassroom Managing Day-to-Day	<input type="checkbox"/>
Meet with Supervisor to discuss: <ul style="list-style-type: none"> ▪ Course delivery ▪ Curriculum/other course materials ▪ Course preparation/instructor manuals/lessons plans ▪ Modules ▪ Grades/grade changes ▪ (Student) Attendance Policy ▪ Program Coordinator/Role 	Supervisor		<input type="checkbox"/>
Be informed on class lists	Supervisor/Admin Asst		<input type="checkbox"/>
Locate and explore <i>Course Outlines Repository</i>	Supervisor/Buddy	www.mysait.ca (TAB) myFaculty/myInstruction	<input type="checkbox"/>
Be advised on course timetabling	Supervisor/Admin Asst		<input type="checkbox"/>
Be informed on book ordering procedures	Admin Asst		<input type="checkbox"/>

SAIT/Orientation	Contact	Online Resource	Complete
Take a walking tour of SAIT main campus to note location of: <ul style="list-style-type: none"> ▪ Heart Building ▪ Food outlets ▪ Bookstore ▪ Library ▪ Campus Centre ▪ Bank machines/ATB Financial 	Buddy	http://www.sait.ca/future-students/explore-sait/campus-map.php https://tour.sait.ca/	<input type="checkbox"/>
Security	Contact	Online Resource	Complete
Pick up keys from Security	Buddy DD110. SAIT ID needed. Open 24/7	http://www.saitnow.ca/keys.html	<input type="checkbox"/>
IMPORTANT NOTE: When Security I-disk is required	Admin Asst places order and informs employee when to pick up DD110 Security. SAIT ID required	http://www.saitnow.ca/keys.html	<input type="checkbox"/>
Technology/Communication	Contact	Online Resource	Complete
Be instructed on use of office computer/Internet/Web surfing	Admin Asst/Buddy	http://www.saitnow.ca/is-tr.html	<input type="checkbox"/>
Be instructed on E-mail/obtaining address (SAIT mail vs. personal)	Admin Asst/Buddy	http://www.saitnow.ca/is-tr.html	<input type="checkbox"/>
Be instructed on phone/voicemail setup (Accessing messages on/off campus)	Admin Asst/Buddy	http://www.saitnow.ca/is-tr.html	<input type="checkbox"/>
Be informed on confidentiality policy (home numbers/documents)	Supervisor	http://www.saitnow.ca/is-tr.html	<input type="checkbox"/>
Locate photocopy/fax machines/printers and be instructed on Codes	Admin Asst/Buddy		<input type="checkbox"/>
Receive instruction on use of Banner/SMART access	Admin Asst		<input type="checkbox"/>
Employment/General	Contact	Online Resource	Complete
Meet with Employee Services (ES) to receive information on: <ul style="list-style-type: none"> ▪ Payment Information ▪ Complete payroll documentation ▪ Pay/salary arrangements ▪ Pay periods ▪ Cheque deductions Benefits /Pensions: <ul style="list-style-type: none"> ▪ Benefits/ Pension/Beneficiaries ▪ Dental plan/medical plan ▪ Paid holidays ▪ Accident and death benefits/Illness/Disability 	Employee Services NN1004 Senator Burns Bldg. Phone: (403) 284-8633	http://www.saitnow.ca/depts/r1-depts/c2-depts/employee-services.html www.mysait.ca (TAB) myEmployee/Employee Resources	<input type="checkbox"/>



Meet with Supervisor to receive information on: <ul style="list-style-type: none"> Dress code Vacation policy Earned days off (if applicable) Absence procedures Contract termination requirements Cheque distribution Invoicing requirements (if applicable) 	Supervisor		<input type="checkbox"/>
Determine location of timesheet drop off (if applicable)	Supervisor/Admin Asst		<input type="checkbox"/>
Miscellaneous	Contact	Online Resource	Complete
Pick up parking pass: <ul style="list-style-type: none"> Receive instruction on facilities/permit 	Buddy	http://www.saitnow.ca/mlas/r1-mlas/c3-mlas/parking.html	<input type="checkbox"/>
Review parking at SAIT information	Parking Services Campus Centre Main Floor	http://www.sait.ca/about-sait/parking-rates-and-transportation.php	<input type="checkbox"/>
U-pass	Employee Services NN1004 Senator Burns Bldg. Phone: (403) 284-8633	http://www.saitnow.ca/employee-id-card-upass.html	<input type="checkbox"/>

Signatures confirm that ALL TASKS have been completed by employee for Week 1, Days 1 and 2 as detailed on BUDDY CHECKLIST

DATE

BUDDY

EMPLOYEE

SUPERVISOR

ORIGINAL: Employee
COPY: Employee file

MONTH 1

Week 1/TASKS

Day 3, 4 & 5

SAIT/Orientation	Contact	Online Resource	Complete
Review SAIT Mission/Strategic Plan/Executive Management		http://www.sait.ca/about-sait/strategic-plan.php	<input type="checkbox"/>
Discuss employee role in fulfilling SAIT's mission and goals	Supervisor/Buddy		<input type="checkbox"/>
Receive information on: <ul style="list-style-type: none"> • Public relations (role/responsibilities) • Situations that warrant a referral to Department Head 	Supervisor		<input type="checkbox"/>
Department/School Workspace and Relationships	Contact	Online Resource	Complete
Discuss alignment of Department/School to SAIT Mission/Strategic Plan	Supervisor/Buddy		<input type="checkbox"/>
Receive instruction on supply ordering procedures	Admin Asst		<input type="checkbox"/>
Work Details	Contact	Online Resource	Complete
Receive explanation of cross-training (if applicable)	Supervisor		<input type="checkbox"/>
Academic/Instructor (if applicable)	Contact	Online Resource	Complete
Meet with Supervisor to discuss: Student Issues (Testing/evaluation procedures) <ul style="list-style-type: none"> - Assessment tests - Course evaluation - Marks (assessment) - Exam procedures (scheduling, supervision, etc.) 	Supervisor		<input type="checkbox"/>
Security	Contact	Online Resource	Complete
Receive information on Security/SAFEWALK	Buddy Campus Security (403) 284-8530	Campus.safewalk@sait.ca	<input type="checkbox"/>
Review info on MANDATORY TRAINING COURSES/ ALL SAIT EMPLOYEES <ul style="list-style-type: none"> • Ethics FIRST at SAIT – online • Ethics and Diversity: Walk the Talk • The Respectful Workplace: Preventing Violence and Harassment 	Employee Services N104 (403) 284-8633	http://www.saitnow.ca/ethical-standards-training2.html mySAIT – myStudent tab to register for courses.	<input type="checkbox"/>



Academic Division only:			
<ul style="list-style-type: none"> • Copyright – online • AHAT – Academic Honesty Awareness Training – online 			
Receive instruction/document disposal (confidential materials/shredding)	Supervisor		<input type="checkbox"/>
Technology/Communication	Contact	Online Resource	Complete
Receive instruction on use of Banner/SMART access	Admin Asst		<input type="checkbox"/>
Receive instruction on use of SAIT email versus personal	Admin Asst		<input type="checkbox"/>
Be informed of internal communication methods	Buddy	http://www.saitnow.ca/forum/index.html	<input type="checkbox"/>
Locate phone directory	Admin Asst	http://www.saitnow.ca/fin-d-a-person/	<input type="checkbox"/>
Be informed of appropriate/inappropriate requests (of office staff)	Supervisor/Admin Asst		<input type="checkbox"/>
Be informed on equipment fault reporting	Supervisor/Admin Asst		<input type="checkbox"/>
Employment (General)	Contact	Online Resource	Complete
Be advised on expense claim policies/procedures/completion	Supervisor/Admin Asst		<input type="checkbox"/>

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MONTH 1

Week 2/TASKS

Day 1 - 5

SAIT/Orientation	Contact	Online Resource	Complete
Locate Union/Association office (SAFA, AUPE)	Buddy	SAFA: http://www.safacalgary.com/ AUPE Local 39: http://aupelocal39.com/	<input type="checkbox"/>
Locate Print Shop (XDocs) and be informed on services provided	Print Shop (XDocs) G112 Crandell Bldg. xdocs@sait.ca Phone: (403) 284-8443	http://www.saitnow.ca/x-docs.html	<input type="checkbox"/>
Visit Campus Centre. Note available services for SAIT employees	Buddy Campus Centre (Wellness Centre)	www.sait.ca/wellness Phone: (403) 284-8457	<input type="checkbox"/>
Review description of SAIT Department/School Programs		http://www.saitnow.ca/ http://www.sait.ca/about-sait/departments.php http://www.sait.ca/about-sait/schools.php	<input type="checkbox"/>
Visit Campus Health Centre	Buddy NR041 Senator Burns Building Phone: (403) 284-8666	http://www.saitnow.ca/mlas/r1-mlas/c2-mlas/health-clinic.html	<input type="checkbox"/>
Access <i>Agreement/Policy/Plan</i> relevant to your position: Staff (AUPE) Faculty (SAFA) Administrative, Professional and Technical (APT) Management (Mgt)	Employee Services NN1004 Senator Burns Bldg. Phone: (403) 284-8633	www.mysait.ca (TAB) myEmployee	
Department/School Workspace and Relationships	Contact	Online Resource	Complete
Be informed on courier, parcel pick up processes	Admin Asst		<input type="checkbox"/>
Receive overview of Department/School meetings/schedule	Supervisor		<input type="checkbox"/>

Academic/Instructor (if applicable)	Contact	Online Resource	Complete
Meet with Supervisor to discuss: <ul style="list-style-type: none"> • Providing appropriate support to students • Student progress (reporting) • Student grievances • Tutoring resources • Transfers/withdrawals 	Supervisor		<input type="checkbox"/>
Be advised on administration services/instructor support	Admin Asst		<input type="checkbox"/>
Be informed on <i>Student Service</i> referrals	Admin Asst		<input type="checkbox"/>
Be advised on deficiency forms	Admin Asst		<input type="checkbox"/>
Discuss "Guest Speakers" in the classroom (purpose/arranging)	Buddy		<input type="checkbox"/>
Determine schedule of meetings/Academic	Supervisor/Buddy		<input type="checkbox"/>
Visit Registrar's Office to learn about <i>Records System</i> *A resource to ensure that SAIT staff possess information needed to assist learners	Buddy Student Services (Registrar's Office) MA211, 2 nd Floor, Heritage Hall (403) 284-SAIT (7248)		<input type="checkbox"/>
FOIP & Copyright Policies	Contact	Online Resource	Complete
Review FOIP Policy	Supervisor FOIP Coordinator Phone: (403) 210-4452	http://www.servicealberta.ca/foip/training/online-training.cfm	<input type="checkbox"/>
Review Copyright Policy	SAIT Copyright Officer Phone: (403) 284-7368 copyright@sait.ca		<input type="checkbox"/>



Technology/Communication	Contact	Online Resource	Complete
Take a tour of computer labs (Department/School specific)	Buddy		<input type="checkbox"/>
Discuss services provided by Computer Help Desk	Buddy Computer Help Desk (403) 284-4357 (Option #3)		<input type="checkbox"/>
Miscellaneous	Resource/Contact	Intranet Location	Complete
Explore the SAIT Home page	http://www.sait.ca/		<input type="checkbox"/>

Signatures confirm that ALL TASKS have been completed by employee for Week 2, Days 1 to 5 as detailed on BUDDY CHECKLIST

DATE

BUDDY

EMPLOYEE

SUPERVISOR

ORIGINAL: Employee
COPY: Employee file

MONTH 1

Week 3 & Week 4 /TASKS

SAIT/Orientation	Contact	Online Resource	Complete
Visit the Highwood Dining Centre to find out about dining options (lunch/dinner/buffet) <i>*Campus Map</i>	2 nd Floor John Ware Bldg.	http://www.saitnow.ca/ht-res.html	<input type="checkbox"/>
Search SAIT library catalogue for physical/electronic resources	Library Information Desk (403) 284-8616	http://library.sait.ca/	<input type="checkbox"/>
Visit and explore the SAIT Bookstore <i>*Campus map</i>	Buddy	http://www.saitnow.ca/bookstore.html www.mysait.ca (TAB) SAIT Resources/Retail Outlets Phone: (403) 283-8466	<input type="checkbox"/>
Visit the Education Resources Department of the SAIT Library and discuss services available <i>*Campus map</i>	Buddy/Librarian	www.mysait.ca (TAB) SAIT Resources/Library http://library.sait.ca/	<input type="checkbox"/>
Visit the SAIT Computer Store to learn about purchases available to students, faculty and staff <i>*Campus map</i>	Buddy		<input type="checkbox"/>
Health, Safety & Wellness	Contact	Online Resource	Complete
Learn about our Employee and Family Assistance Program for confidential counselling needs.	Buddy contact/HSW Services or EFAP	http://www.saitnow.ca/wellness-account-programs.html	<input type="checkbox"/>
Academic/Instructor (if applicable)	Contact	Online Resource	Complete
Meet with Supervisor to learn about feedback/evaluation tools: <ul style="list-style-type: none"> • SIR II (Student Instructional Report) • Classroom Observation/Formative Feedback (SIR II) SAIT's standard tool for instructor evaluation with the goal of improving instruction	Supervisor Instructional Delivery Evaluation Coordinator Phone: (403) 284-7382	www.mysait.ca (TAB) myFaculty/myFaculty Resource Centre/Using mySAIT/myInstruction	<input type="checkbox"/>



Mandatory Training Courses	Contact	Online Resource	Complete
Refer to <i>Ethical Standards Training Series</i> . Complete online course: <ul style="list-style-type: none"> Ethics FIRST at SAIT – online COMPLETE within first 6 weeks of hire		http://www.saitnow.ca/ethical-standards-training2.html Register: www.mysait.ca (TAB) myEmployee/Ethics FIRST/Ethical Standards Training	<input type="checkbox"/>
Professional/Career Development	Contact	Online Resource	Complete
Explore professional development opportunities for SAIT employees		http://www.saitnow.ca/employee-development-program.html www.mysait.ca myEmployee (TAB) Employee Development Opportunities	<input type="checkbox"/>
Explore professional development opportunities specific to faculty members		http://www.saitnow.ca/employee-development-program.html www.mysait.ca myEmployee (TAB) Employee Development Opportunities	<input type="checkbox"/>

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MONTH 2

TASKS

SAIT/Orientation	Contact	Online Resource	Complete
Learn about ordering materials from the SAIT Library	Subscriptions (403) 284-8700 Books/CD-ROMS (403) 284-8618 Videos/DVDS (403) 284-8431	http://library.sait.ca/	<input type="checkbox"/>
Learn about ordering materials from the SAIT Bookstore	Bookstore MB107 Stan Grad Centre (403) 284-8466	http://www.saitnow.ca/bookstore.html	<input type="checkbox"/>
Professional/Career Development	Contact	Online Resource	Complete
Review SAIT's policy on Continuing Education - <i>Free Seat Registration</i> process for staff	Employee Services N1004 (403) 284-8633	http://www.saitnow.ca/free-seat-program.html	<input type="checkbox"/>
Be informed on Employee Development Sessions, Professional Credential Enhancement (for salaried employees)	Employee Services N1004 (403) 284-8633	http://www.saitnow.ca/employee-development-program.html	<input type="checkbox"/>

Signatures confirm that ALL TASKS have been completed by employee for Month 2 as detailed on BUDDY CHECKLIST

DATE

BUDDY

EMPLOYEE

SUPERVISOR

ORIGINAL: Employee
COPY: Employee file

MONTH 3

CONGRATULATIONS

You have successfully completed Month 1 and Month 2 of the *Buddy System/Onboarding* process. We hope that the tasks provided you with a deeper understanding of SAIT's progressive mission and strategic plan, and the values and guiding principles that continue to move SAIT forward as one of the world's finest polytechnic, educational institutions. It is also important to mention that the individuals, services, and resources you have connected with over the past few months will continue to guide you and the valuable work that you do at SAIT.

Although you are already busy doing the work that you were hired to do, it is important to revisit some of the earlier tasks to ensure a clear understanding, and to remind you that you continue to be supported throughout your time here at SAIT. **THIS SUPPORT DOES NOT END ONCE THE CHECKLIST IS COMPLETED!**

For this reason, you are encouraged to complete the tasks listed below to ensure that you have an opportunity to address any information gaps, and to clarify and respond to any questions that you might have.

TASKS

Mandatory Training Courses	Contact	Online Resource	Complete
<p>Refer to <i>Ethical Standards Training Series</i>. Register for ½ day face-to-face training for <u>EACH</u> of the following:</p> <ul style="list-style-type: none"> • Ethics and Diversity: Walk the Talk • The Respectful Workplace: Preventing Violence and Harassment <p>COMPLETE within first 6 months of hire</p> <p>Course offerings may be taken in whatever order is best suited to work schedule of employee BUT within FIRST 6 MONTHS of hire</p>	<p>Employee Services N1004 (403) 284-8633</p>	<p>http://www.saitnow.ca/ethical-standards-training2.html</p> <p>Register: www.mysait.ca (TAB) myEmployee/Ethics FIRST/Ethical Standards Training</p>	<input type="checkbox"/>
Addressing Gaps and Feedback	Contact	Online Resource	Complete
<p>Review <i>Buddy Checklist</i> for Month 1 and Month 2 and identify:</p> <ol style="list-style-type: none"> 1. any gaps in information that need to be addressed 2. any mixed messages (content on mySAIT differs from what you have been told by others) 3. any other questions that need to be addressed 	<p>Buddy Checklist</p>		<input type="checkbox"/>
<p>Meet with <i>Dean/Director/Manager</i> to address and related items in #1-3 above</p>	<p>Dean/Director/Manager</p>		<input type="checkbox"/>
<p>Meet with <i>Supervisor</i> to address related items in #1-3 above</p>	<p>Supervisor</p>		<input type="checkbox"/>



Meet with <i>Admin Asst</i> to address related items in #1-3 above	Admin Asst		<input type="checkbox"/>
Meet with <i>Buddy</i> to address related items in #1-3 above	Buddy		<input type="checkbox"/>
Learn about the many social/recreational and athletic events that help to form the SAIT community	Admin Asst/Buddy		<input type="checkbox"/>

IMPORTANT NOTE:

The meetings are important. They provide you and others the opportunity to address any additional information/resource items not previously addressed and any feedback as needed.

Participating in some of the SAIT community events provides you an opportunity to meet colleagues from other Departments and Schools, to gain a deeper understanding of SAIT, and to have FUN!

Signatures confirm that ALL TASKS have been completed by employee for Month 3 as detailed on BUDDY CHECKLIST

DATE

EMPLOYEE

SUPERVISOR

ORIGINAL: Employee
COPY: Employee file