Discuss with the President/Vice-President what meetings would be appropriate to pre-schedule for the new hire.**It is critical that a new employee understands what is expected of him/her, feels connected to the organization as soon as possible and begins to build relationships/community.** To that end, it is recommended that introductory and welcome meetings with colleagues, teams, and support staff are booked as appropriate for the first couple weeks – for example, meeting with:

* President/Vice-President to discuss role, review and clarify expectations, discuss training, etc.
* the University Secretariat to better understand the Governance process
* the VPFS to better understand expectations around the budget process
* the General Counsel
* For Deans, an introductory meeting with a Dean of a similar size faculty; Associate Deans in the faculty, Vice-Provosts (Student Experience, International, Teaching and Learning); the Director of Faculty Relations to understand the unionized environment; the Director of Academic Operations to learn about the Academic Processes
* the HR Benefits and Pension Advisor to review benefits
* Cardholder and Travel Services to deliver and provide training on your University Credit Cards
* the HR Partner, Finance Partner and IT Partner
* IT Support for system setup – map printer, download VPN software, show how to use SECURID, check that Outlook works properly
* UService Service Agents can provide desk side training in the areas of Human Resources, Supply Chain Management, Research Accounting, and Accounts Payable to the SLT.

Also, provide the new SLT with a contact list of all SLT members.