Information Links for Chairs: Onboarding New Employees

At the Chair Development Event on August 27th, a request was made for information on Onboarding New Employees. The Organization & People Development (OPD) team has put together the following list of links to assist Chairs in finding and sharing information with new instructors.

1. **New Employee Portal**
   - Employees will need to be able to log into SharePoint to access this site – so they need their C#.
   - This portal provides all of the information that is contained in the New Employee Handbook in an electronic form with live links.
   - The New Employee Toolbox within the portal provides links to events like the New Employee Welcome Event.

2. **COVID-19 Information**
   - The main Camosun website has extensive information on COVID-19. New instructors should look at both the Employee Resources and the Student Services tabs.
   - In addition, for WPL (Chairs), there is information about Remote Work Support on the Employee Tab that might be helpful.

3. **Human Resources Onboarding Information**
   - Provides information, links and key steps to help Workplace Leaders (WPL) bring employees into their teams.

4. **Centre for Excellence in Teaching & Learning (CETL)**
   - CETL's Learning Opportunities provide extensive support to new and returning instructors.

5. **Camosun Intranet**
   - Safe Start Camosun – Links to On-Campus Attendance Form & COVID-19 Safety Training
   - Rolling calendar of upcoming events
   - CamNews
   - General Around Camosun information
   - Links to Human Resources and other internal links to departments, services and information

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