Date

Dear Employee Name,

We are very happy to welcome you to the (team name) in the (unit name). When you arrive on (date), you can park (give recommendations on where to park). You will report to room #### of XXXXX Hall. Here is a link to the [parking map](https://parking.vt.edu/content/dam/parking_vt_edu/Parking_Quick_Guide_with_map082021.pdf) and also an [interactive map.](https://www.maps.unirel.vt.edu/interactive/) Please plan to arrive at (time).

This packet includes information to help give you an understanding of our unit and Virginia Tech before you arrive. It also includes some basic office policies and identifies teammates who will help get you acclimated. We will review this information on your first day.

I know there is a lot of information shared during the first weeks, so please know that we are here to answer any questions. We are all looking forward to working with you! Feel free to get in touch with me any time needed. The best way to contact me is via (email, text, Teams, etc.).

Supervisor Name

Title

Phone number

Email address

Department Home Page:

Department Email Address:

Physical Address: 0000 Department Drive, Suite #000, Blacksburg, VA 24060

Main Phone Line:

Fax:

Link to staff directory: (if one is available)

Names of team members you’ll meet with in the first week.

|  |  |  |  |
| --- | --- | --- | --- |
| **Coworker Name** | **Title** | **Email** | **Phone** |
| Employee A | Supervisor |  |  |
| Employee B | Dept HR Rep |  |  |
| Employee C | Dept Time Keeper |  |  |
| Employee D | Dept Leave Coordinator |  |  |
| Employee E | Coworker |  |  |
| Employee F | Coworker |  |  |
| Employee G | Buddy |  |  |

**Mission Statement**

(Insert department’s mission statement here)

**Vision Statement**

(Insert department’s vision statement here)

**Values**

(Insert department’s values here)

**Departmental Org Chart (link to org chart or insert below)**

**Position Description**

A copy of your position description is attached and will be reviewed with you (or)

You can find your position description within PageUp.

**Email Groups/List Servs/Google Groups/Teams Sites**

You will be added to the following:

* List A
* List B

**Calendars**

You will be granted access to the following calendars and/or we encourage you to add the following calendars to your list:

* Calendar A
* Calendar B

**Template New Employee Training/ Schedule**

(can insert the first-week schedule here)

**Buddy (optional info)**

Name/title will be your buddy.

A buddy is to provide you with a casual, single point of contact for your basic questions regarding our department. Expectations of your buddy are to:

* Serve as a casual resource to answer routine questions regarding basic operational issues, department practices, and department culture.
* Help make introductions
* Respect confidentiality
* Follow up with you regularly during the first few months

Your buddy is not a mentor or a manager. Instead, it is a colleague who is willing to serve as a resource during the transition to your new role.

**Virginia Tech Policy, Rules, and Regulations**

<https://policies.vt.edu/PolicyLibrary>

**Work Schedules**

Include any work schedule information here.

**Authorized Closings and Inclement Weather**

Authorized Closings and Inclement Weather information, including how information is communicated:

https://www.hr.vt.edu/benefits/leave/authorized-closings.html

**Reporting Absences**

Supervisors should specify the best notification method. For example, some supervisors may prefer to be notified via work email of the absence and the reason for absence.

**Leave Usage**

Supervisors should specify when leave requests should be made and how it is documented.

**Lunch Periods**

Supervisors should specify information about lunch periods, if applicable.

**Overtime**

If applicable, share information about overtime, including the link for more information: <https://www.hr.vt.edu/compensation-performance-management/compensation/overtime.html>

**Acceptable Use of Information Systems at Virginia Tech**

https://vt.edu/acceptable-use.html

**Professional Development**

All employees are encouraged to identify developmental opportunities and talk to their supervisors at regularly scheduled times. Supervisors are also encouraged to identify developmental opportunities for staff and these should be documented in the employee’s work plan and appraisal.

**Office Guidelines and Standards**

**Employee ID Badge (Hokie Passport)**

Some information to include in this section:

Are employees required to display their badges at all times?

Is their card required for door/building access? If so, who in the department should they contact to get their card activated? (It is generally the building liaison.)

**Office Dress**

Information on any uniforms or safety gear that is required. Who pays for it? Who in the department issues uniforms or safety gear? Do you have casual Friday?

**Office Etiquette**

Some department employees do not have private offices and may have difficulty concentrating on their work if there are distractions from others engaging in discussions near their workstations. Those participating in social and/or business conversations in open areas should demonstrate consideration and sensitivity to all employees and visitors. Describe any other office etiquette parameters here (scents, etc.)

**Personal Cell Phones**

If applicable to the position, outline cell phone policies. For example;

It is fine to have your cell phone with you during the workday and to take and receive occasional personal calls. It should not interfere with your own or others' work or service to our customers, and it should not detract from our professional environment.

**Employee Resources**

A comprehensive list of resources for faculty and staff, by category, can be found here: <https://vt.edu/resources/faculty-and-staff.html>

Highlighted below are just a few:

**Faculty and Staff Caucuses**

Virginia Tech has ten faculty/staff caucuses representing differing communities at the university. <https://www.inclusive.vt.edu/Initiatives/FS-Caucuses.html>

**Office for Equity and Accessibility**

The Office for Equity and Accessibility promotes a learning and working environment free from harassment and discrimination for employees and students. <https://oea.vt.edu/>

**Hokie Wellness**

Hokie Wellness offers a variety of services and benefits for employees to encourage well-being and provide support for staff and family, hosting workshops, programs, and other events. <https://hokiewellness.vt.edu/Employees.html>