LiRN
Legal Information and Resource Network

Sample Onboarding Process

Associations are the employers of library staff, and as such are expected to provide an orientation to new employees. This sample can be used as a jumping off point for Law Associations to create their own process that works for them.

Prior to Hiring

- ☐ Review / revise Job Description and salary range, including whether part of the salary will come from Association funds.

- ☐ Inform LiRN of job posting and expected salary range offer.

- ☐ Ensure that the salary offer fits within the library's budget or that a business case for additional funding has been approved.

- ☐ Follow Association's normal process for job postings and interviews. Good options for advertising include the iSchool job site (the first stop for library staff looking for work, this site advertises jobs across the province and country for free) and Canadian Association of Law Libraries (CALL members can post to the job board; if no one in your association is a member, LiRN staff can post on your behalf).

- ☐ Follow Association's normal process for making an offer.

After Offer Accepted / Employee Starts

- ☐ Announce the new hire to LiRN and providing the following information:
  - o Name
  - o Title
  - o Start date
  - o Salary
  - o Full-time / Part-time status
  - o Total hours scheduled per week
  - o Scheduled hours (eg 9-5, 8.30 – 12.30)
  - o Number of days worked during the week
  - o Weekdays scheduled to work (eg M-F, Tuesdays and Thursdays)
  - o Any additional information you would like to share

- ☐ Follow Association's normal process for onboarding, which may include:
  - o Building an employee file with the following:

- employee's resume

- letter of offer of employment, signed by both parties

- completed income tax forms

- acknowledgment of receipt of the employee manual (if applicable)

- a void cheque

- employment contract or payroll sheet

- records of background/reference checks

o Putting the employee on the payroll in your accounting software.

o Contacting the employee shortly before his or her starting date to welcome him or her to the company and review job basics such as work hours, dress code and employee parking.

o Announcing the new hire to your staff, giving some information about the person and describing what he or she will be doing, as necessary.

o Preparing the employee's workspace including any tools, equipment and other necessary or useful items.