

Hiring New Employees in LTS (LTS Procedure #27)

Scope: This procedure outlines the steps that a supervisor should take when a new staff member is hired in LTS.

Contact: [Laurie Stevens](#)

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[Full-time Permanent Staff](#)

[Temporary Staff](#)

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For Full-time Permanent Staff

For New Student Staff

1. Introduce the new employee to the Associate University Librarian, LTS Directors, and the LTS Administrative Support Specialist. At the same time, introduce the new employee to other staff members in LTS as opportunities permit.
 2. Get the computer ready for the new employee. See [LTS Procedure #29](#).
 3. Go to the Library Human Resources Web page on [New Employee Orientation](#). Go over the documents suitable for your new employee.
 4. Have the new employee send a message to the LTS [Administrative Support Specialist](#) to have his/her Netid added to the Library Technical Services List Serve, LTS-L. If the Administrative Support Specialist is not available, a message can be sent to [Adam Chandler](#) and he will take care of this in her absence.
 5. Add the employee to any appropriate Box folders, such as the [For_All_LTS_AandP_Staff](#); their respective member of SMT can also do this if needed.
 6. At the completion of this task, a message should be sent to a member of the LTS Administrative Support Specialist to update the LTS Staff Web page. In addition to updates to the [LTS staff directory](#) and [LTS organizational chart](#) being made, if the new staff member has language skills other than English, the [LTS language skills](#) document should be updated as well.
 7. A day or two after the arrival of the new employee, send a message to [LTS-L](#) welcoming the new employee to LTS.
 8. Within first 30 days, check with employee about their workflow ergonomics. If necessary, request an ergonomic assessment. See
 - a. [Musculoskeletal Injury Prevention Program \(MIPP\)](#)
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For Temporary Staff

1. Introduce the new temporary employee to Associate University Librarian, LTS Directors, and the LTS Administrative Support Specialist. At the same time, introduce the new temporary employee to other staff members in LTS as opportunities permit.
 2. Get the computer ready for the new employee. See [LTS Procedure #29](#).
 3. Send a message to the [Administrative Support Specialist](#) with the temp employee's Netid.
 4. Send the employee's name and Netid to LTS Administrative Support Specialist so that they can update the statistics database.
 5. Add the employee to any appropriate Box folders, such as the [For_All_LTS_AandP_Staff](#); their respective member of SMT can also do this if needed.
 6. A day or two after the arrival of the new temporary employee, send a message to [LTS-L](#) welcoming the new employee to LTS.
 7. Have the new employee send a message to the [Administrative Support Specialist](#) to have his/her Netid added to the Library Technical Services List Serve, LTS-L. If the Administrative Support Specialist is not available, a message can be sent to [Adam Chandler](#) and he will take care of this in her absence.
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For New Student Staff

1. If the student has not done so already, have her/him fill out a student application. Take the application to the Library Human Resources office in Room 213. The staff there will hire the employee in workday, take care of their I-9 paper work and get their timecard up and running.
 2. The Supervisor of the new student employee needs to obtain a FOLIO Operator ID and password., if the student will be working in FOLIO.
 3. Send the employee's name and Netid to the LTS Administrative Support Specialist so that they can update the statistics database if the student will be working in FOLIO.
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Hiring and Transitioning

For more information on Hiring and Transitioning staff, click on the link below.

