

## Before Finalizing Offer

- Background Check
- Drug Screen

## Day 1

- I-9
- W-4
- Insurance & Benefits Paperwork
- Confidentiality Form
- Photo Release
- Library Tour
- Read Federal Labor Laws Poster
- Read Personnel section of Policy
- Workplace culture discussion, part 1
- Library e-mail
- Keeping statistics
- Circulation module – check-in, check-out, renew
- Shelve fiction and non-fiction on carts

## Day 2

- Dewey Server
- Workplace culture discussion, part 2
- Answering the phone/Transfer/Hold
- Read VA Labor Laws Poster
- Read Circulation section of Policy
- Copier and printers
- Circulation module – check-in, check-out, renew, holds
- Computer and TLC log-in information
- Shelve fiction and non-fiction on carts
- Library Catalog & Account

## Day 3

- Read Safety and Security section of Policy
- Read 30 minutes of Chapter 1 of *Stand Up for Yourself Without Getting Fired* (650.1 Bal)
- Circulation module – check-in, check-out, renew, holds, new card
- Shelve fiction and non-fiction on carts, paying special attention to special label divisions
- Library Website

## Day 4

- Read Public Use of the Facility section of Policy
- Read 30 minutes of Chapter 2 of *Stand Up*
- Circulation module – check-in, check-out, renew, holds, new card, replacement card
- Shelve DVDs w/ tags
- Kids Catalog

## Day 5

- Read General Operations section of Policy
- Read 30 minutes of Chapter 3 of *Stand Up*
- Providing computer help desk support guidelines
- ILL
- SOVALUe

## Day 6

- Read Collections section of Policy
- Read 30 minutes of Chapter 4 of *Stand Up*
- Overdues/Lost
- Freading

#### **Day 7**

- Cash register
- Read Public Relations section of Policy
- Read 30 minutes of Chapter 5 of *Stand Up*
- FindIt VA
- Britannica

#### **Day 8**

- Read 30 minutes of Chapter 6 of *Stand Up*
- Scheduling meeting room/Meeting room policies
- Credo
- WorldBook

#### **Day 9**

- Read 30 minutes of Chapter 7 of *Stand Up*
- Calendar Updates – Google
- Gale Online Reference Books

#### **Day 10**

- Read 30 minutes of Chapter 8 of *Stand Up*
- OSA Delivers
- OneClick Digital

#### **Day 11**

- Circulation Assistant special tasks list
- Tumblebooks

#### **Day 12**

- Plan for continuing education
- RBDigital

#### **Day 13**

- Mango Languages
- Salem Press

#### **Day 14**

- A to Z Maps
- A to Z the USA

#### **Day 15**

- A to Z World Food
- Global Road Warrior

