

First Week Discussion Points	
<input type="checkbox"/> Vacation	<input type="checkbox"/> Break Rooms
<input type="checkbox"/> Medical Leave	<input type="checkbox"/> Recycling
<input type="checkbox"/> Work Schedule	<input type="checkbox"/> Internal/External mail
<input type="checkbox"/> Lunch Breaks	<input type="checkbox"/> Photocopying
<input type="checkbox"/> Dress Code	<input type="checkbox"/> Supplies
<input type="checkbox"/> Personal Emergencies	<input type="checkbox"/> Keys from CUL HR Coordinator
<input type="checkbox"/> Reporting Time	<input type="checkbox"/> Fondren Library Center Tour
<input type="checkbox"/> Job Duties and Responsibilities	<input type="checkbox"/> Other Libraries Tour
<input type="checkbox"/> Contact List	<input type="checkbox"/> Staff Introductions
<input type="checkbox"/> Performance Reviews ( <a href="#">90 Day</a> and <a href="#">Annual</a> )	<input type="checkbox"/> New Office Sign (Christine Milazzo)
<input type="checkbox"/> <a href="#">Human Resources Training</a>	<input type="checkbox"/> New Nametag and Business Cards (Meg Ruckman)
<input type="checkbox"/> <a href="#">Work Orders</a>	<input type="checkbox"/> StrengthsFinders
<input type="checkbox"/> <a href="#">Help Tickets</a>	<input type="checkbox"/> Central University Libraries and SMU acronyms
Important Websites	Accessible Content
<a href="#">Staff Resources</a>	Staff Resources webpage contains links to and information about: <ul style="list-style-type: none"> <li>• <a href="#">Organizational Charts</a></li> <li>• <a href="#">Strategic Plan Documents</a></li> <li>• <a href="#">Staff Directory</a></li> <li>• SharePoint</li> <li>• Risk Management</li> <li>• <a href="#">Work Orders</a></li> <li>• <a href="#">Help Tickets</a></li> </ul>
<a href="#">Central University Libraries</a>	Main CUL page contains the following information and more: <ul style="list-style-type: none"> <li>• <a href="#">Discover tool</a></li> <li>• <a href="#">Research Guides</a></li> <li>• <a href="#">Databases, journals, ILL, and other resources</a></li> <li>• <a href="#">Services provided by library</a></li> <li>• <a href="#">Hours</a> and <a href="#">Information about the libraries</a></li> </ul>
<a href="#">Office 365</a>	<ul style="list-style-type: none"> <li>• Log in at portal.office.com</li> <li>• Use your SMU email and password to log in</li> <li>• You will be able to access SharePoint, OneDrive, Microsoft Online programs and more.</li> </ul>
<a href="#">CUL SharePoint Site</a>	Main Central University Libraries SharePoint site: <ul style="list-style-type: none"> <li>• <a href="#">Leave Calendar</a></li> <li>• <a href="#">Reference Desk Schedule</a></li> <li>• Sub-pages for different departments</li> </ul>
Policies and General Information	
<a href="#">University Policy Manual</a> <a href="#">CUL Public Services Policies</a> <a href="#">Travel Policy</a> <a href="#">Hiring Procedures</a> and <a href="#">Training</a> <a href="#">Inclement Weather Policy</a>	<a href="#">Personal Conduct</a> <a href="#">Mentoring Program</a> <a href="#">Holidays</a> <a href="#">Campus Maps</a>