**Training Schedule:**

Week One

**Day One: Wednesday, 3/20, 5-8pm**

Joseph and Rachel with Jenny

Hiring Paperwork

Review Employee Handbook

Tour of Building and intros to

colleagues

**Day Two: Saturday, 3/ 23 9-5**

Joseph, Rachel and Erick with Michelle

9-11 WorkFlows Introduction and practice 11-1 Share Introduction and practice

Lunch

1:30-3 Customer Service Interview

3-3:30 Overview of Tasks

3:30-5:00 Shadowing rotation at Desk, Phone, Roving

Week Two

**Day One – Sunday 3/ 24**

Joseph, Rachel and Erick with Michelle

WorkFlows and SHARE Review

IVAN – Library Staff Intranet

Intro to Central Desk

Roving Training – Security

Incident Reports

**Day Two Tuesday 3/26**

1-5 Rachel and Erick with Michelle

Intro to Info Desk and CKO

Circulation Workroom

WorkFlows and SHARE Review

On shelf Holds Search and processing

4:30 attend ALL STAFF MEETING

**Day Three Wednesday 3/27**

Rachel and Erick with Michelle 1-5

WorkFlows / SHARE (practice)

Evanced

SAM

Lost& Found

Copier

Week three

Setup meetings with other librarians on areas of expertise

Microfilm

Readers Advisory

Other

Follow up on areas of need

start observing at desks

Week Four:

Follow up on areas of need more hands on with a coach

**Day Two Tuesday 3/26**

4:30-9 Joseph w/ Jenny

4:30 attend ALL STAFF MEETING

Intro to Info Desk and CKO

Circulation Workroom

WorkFlows and SHARE Review

On shelf Holds Search and processing

**Day Three Wednesday 3/27**

Joseph with Jenny 5-9

WorkFlows / SHARE (practice)

Evanced

SAM

Lost& Found

Copier

Joseph with Beth on HPL Website and databases – 1 ½ hour

**RACHEL AND ERICK**

**Day Four Thursday, 3/28**

Rachel and Erick with Michelle 1-5

1:30-2:30 All Hands

WorkFlows / SHARE (practice)

Roving

Customer Service Interview

Copier/scanner

**Day Five Friday, 3/29**

1-3 Rachel and Erick with Beth on HPL Website and databases

3-5 with Michelle

Public Computers Practice/Printing/ Quirks

Shadowing

Closing

**JOSEPH**

**Day Four Saturday 3/30 1-5**

Joseph with Michelle

WorkFlows /SHARE (practice)

Customer Service Interview

Public Computers Practice/Printing/ Quirks

Roving

Shadowing

Closing

**Week Three**

**RACHEL AND ERICK**

**Training Schedule:**

**Day One: Monday, 4/1, 1-5**

**Shadowing CKO and Info**

**Day two: Tuesday, 1-5**

**Shadowing**

**Day three: Wednesday, 1-5**

**Day Four: Thursday, 1-5**

**Day Five, Friday, 9-1**

Training with Mary Buelow on

Janesville Room,

local history,

basics of obituary and

house history research

**JOSEPH**

**Training Schedule:**

**Day One Tuesday, 4/2, 4-8pm**

**With Jenny**

**Shadowing at Central Desk**

**Day Two Wednesday, 4/3, 5-9pm**

**With Jenny**

**Day Three, Saturday, 4/6, 9-5**

**With Jenny**

**Day Four, Sunday, 4-7, 1-5**

**With Jenny**