**Onboarding a New Employee**

**Sample Checklist for Employee Orientation**

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| **Employee Name:** |
| **Start Date:** |
| **Manager:** |

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| **Date Scheduled** | **Item** | **Responsibility** | **Date filed/ Completed** | **Initials** |
|  | ***Employment agreement***  Obtain executed employment agreement |  |  |  |
|  | ***HR Policy Manual***   * Provide HR Manual * Get signed receipt for Manual * Provide introduction of Manual:   + Hours of operation   + Dress Code   + Time off (sick leave, appointments)   + Vacation procedures |  |  |  |
|  | ***Payroll***   * Obtain payroll information * Provide benefits application(s) * Fill out TD1 and other government forms * Collect copies of educational & professional credentials (e.g. resume, certifications, licenses) * Police Record check – if required * Create employee file |  |  |  |
|  | ***Workstation***  Ensure workstation, equipment and accounts are set up and ready   * Phones * Computers |  |  |  |
|  | ***Tour***  Provide brief tour of key areas (e.g., work areas, relevant equipment, supplies storage area, lunch room, washroom) |  |  |  |
|  | ***Office Access***  Arrange office & building access (e.g., keys, codes, parking) |  |  |  |
|  | ***Introductions***  Introduce new employee to other staff, suppliers and/or customers as appropriate. This may include:   * Advance email or other notifications * Personal introductions |  |  |  |
|  | ***Initial Meeting with Manager***  Review duties, responsibilities & expectations -Review training schedule. This may cover areas such as:   * Work plans * Health & Safety mandatory training * AODA (Accessibility for Ontarians with Disability Act) mandatory training * Harassment & Workplace Violence (Bill 168 – Ontario) mandatory training |  |  |  |