**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

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|  | ***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

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|  | ***Workstation*** Ensure workstation, equipment and accounts are set up and ready * Phones
* Computers
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|  | ***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

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|  | ***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
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