

Onboarding a New Employee

Sample Checklist for Employee Orientation

Employee Name:				
Start Date:				
Manager:				
Date Scheduled	Item	Responsibility	Date filed/ Completed	Initials
	<p><i>Employment agreement</i></p> <p>Obtain executed employment agreement</p>			
	<p><i>HR Policy Manual</i></p> <ul style="list-style-type: none"> • Provide HR Manual • Get signed receipt for Manual • Provide introduction of Manual: <ul style="list-style-type: none"> ○ Hours of operation ○ Dress Code ○ Time off (sick leave, appointments) ○ Vacation procedures 			
	<p><i>Payroll</i></p> <ul style="list-style-type: none"> • 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 			
	<p><i>Workstation</i></p> <p>Ensure workstation, equipment and accounts are set up and ready</p> <ul style="list-style-type: none"> • Phones • Computers 			

	<p>Tour</p> <p>Provide brief tour of key areas (e.g., work areas, relevant equipment, supplies storage area, lunch room, washroom)</p>			
	<p>Office Access</p> <p>Arrange office & building access (e.g., keys, codes, parking)</p>			
	<p>Introductions</p> <p>Introduce new employee to other staff, suppliers and/or customers as appropriate. This may include:</p> <ul style="list-style-type: none"> • Advance email or other notifications • Personal introductions 			
	<p>Initial Meeting with Manager</p> <p>Review duties, responsibilities & expectations -Review training schedule. This may cover areas such as:</p> <ul style="list-style-type: none"> • Work plans • Health & Safety mandatory training • AODA (Accessibility for Ontarians with Disability Act) mandatory training • Harassment & Workplace Violence (Bill 168 – Ontario) mandatory training 			