

New Employee Orientation Checklist

Name of Employee:

Date of Hire:

Position:

Location:

Instructions:

Provide new employee with checklist.
Complete three right hand columns as information/training is provided.
Use Links to provide access to College and other external sites.
Send completed copy to HR for employee personal file.



Item #	Link	Description	Info/Training provided by:	Employee Initial	Date
Human Resources					
HR1		Sign appointment letter			
HR2		Provide Bank Account Information and complete Direct Deposit form			
HR3		Confirm Position and status i.e. Permanent, Temp, Contractual, Casual			
HR4		Confirm period of employment, if temporary			
HR5		Identify name and contact information of Supervisor			
HR6		Identify Hours of Work/schedule			
HR7		Confirm Salary information: Classification and Step			
HR8		Identify Probationary period			
HR9		Confirm Credentials on file			
HR10	●	Confirm Certificate of Conduct received			
HR11		Sign Confidentiality Agreement			
HR12		Complete Conflict of Interest forms			
HR13		For instructors – Define Post Secondary Instructor’s Cert. Requirements and provide related credentials			
HR14	● ●	If unionized employee, identify bargaining unit & local			
Benefits:					
HR14	●	Obtain MCP card (employee)			
HR15		Describe Annual leave entitlement			
HR16		Describe Annual leave options if temp, casual			

HR17	●	Describe Paid Leave Entitlement (Management and Non-Union Non-Management)			
HR18		Describe Sick leave entitlement			
HR19	● ●	Enroll in pension plan – PSPP or GMPP			
HR20	●	Enroll in Health insurance – Confirm eligibility and costs			
HR21		Enroll in Dental insurance – Confirm eligibility and costs			
HR22		Enroll in Life insurance – Confirm eligibility and costs			
HR23		Enroll in AD&D insurance – Confirm eligibility and costs			
HR24		Enroll in LTD insurance – Confirm eligibility and costs			
HR25	●	Describe Optional Insurances – eligibility and costs			
HR26		Transfer Portability of service, if applicable			
HR27		Identify previous CNA or Provincial Government experience			
HR28		Identify previous service severance payouts			
HR29	●	Describe Employee Assistance Program			
		General info:			
HR30	●	Review College Mission, Goals and Values			
HR31	●	Identify First pay day			
HR32	●	Define e-Pay password and access on-line pay stubs			
HR33	●	Locate Job Postings			
HR34	●	Define and apply for Travel Allowance & Business Insurance			
HR35	●	Identify Paid Holidays			
HR36	●	Describe ATIPPA			
HR37	● ●	Locate College Policies			
HR38	●	Describe Continuous Learning Process			
Computer Skills					
C1		Use College e-mail system			
C2		Use PeopleSoft applications			
C3	●	Access College Internet site			

C4		Use MS Word			
C5		Use MS Excel			
C6		Use MS Powerpoint			
C7		Use Master Merchant System (Storekeepers)			
Job Specific					
JS1		Identify Supervisor, Mentor and work colleagues			
JS2		Review job description and responsibilities with Supervisor			
JS3		Receive tour of facility and local area			
JS4		Locate office/desk			
JS5		Sign for keys, computer, cell phone, other assets			
JS6		Order Office Supplies			
JS7		Define and adhere to work hours and breaks			
JS8		Wear appropriate clothing and safety equipment			
JS9		Identify procedures for calling in sick and reporting absences			
JS10		Review departmental organizational chart			
JS11		Describe Overtime Request process			
JS12		Describe Performance Assessment Process			
JS13		Identify training requirements of position			
JS14		Identify trainer and resource materials			
JS15		Demonstrate competency and ability to "run solo" on computer based systems			
JS16		Complete "Introduction to Teaching and Learning"			
JS17		Identify unfamiliar equipment and receive appropriate training			
JS18		Describe Accreditation Process			
JS19		Maintain Accreditation Portfolio			
JS20		Comply with Parking Rules			
JS21		Locate Bookstore and describe procedures			
JS22		Meet with Union rep if applicable			
JS23		Handle Petty cash			

JS24		Analyze Reports (Admin)			
JS25		Interpret Performance Indicators (Admin)			
JS26	●	Define "Access Copyright"			
Safety					
S1		Locate and describe the importance of the Occupational Health and Safety Policy			
S2		Identify Rights and Responsibilities under Occupational Health and Safety Legislation			
S3		Describe and comply with workplace inspection procedures			
S4		Identify workplace hazards related to your new position and describe/comply with the hazard reporting process			
S5	●	Describe and comply with the accident/incident reporting procedures			
S6	●	Manage Respectful Workplace Policies and situations			
S7		Wear personal protective equipment as required			
S8		Identify location of first aid facilities and means of summoning first aid.			
S9		Describe and Comply with the emergency preparedness/response plan			
S10	●	Describe WHMIS and locate information related to workplace chemicals			
S11		Locate contact information for the Occupational Health and Safety Committee			

Legend	
NA	Not applicable to current position (use as necessary)
●	Hyperlink to website or documentation