

NEW EMPLOYEE ORIENTATION CHECKLIST

Actions for Buddy

The New Employee's First Day at Work:

- Greet the new employee with the Chair/ Supervisor or Manager at the beginning of the first day.
- After general introductions to other Department/School employees, take the new employee to their work area
- Review their work area with them, specific computer programs (such as GroupWise) files they need to access, the "how to"s of the phone, e-mail etc.
- Escort the new employee to the general areas common to your campus ensuring they know, for example, where to find office supplies, where to eat, where to park, washrooms, copy/fax machines and passwords for use, fire extinguishers, library, bookstore, gym, mail room, and any other areas of your campus that they need to know about on day one
- Ensure the new employee has all keys necessary to access building, offices, classrooms, labs, salons, shops, storage areas as required and if applicable
- Introduce employee to his/her Union Steward if possible
- Arrange to have coffee and lunch with the new employee and other members of the Department or School
- Assist the new employee in understanding who they work with

directly and how their work fits in with the Department as a whole

The New Employee's First Few Weeks:

- Encourage and motivate the new employee to take responsibility for the success of their orientation by asking questions and exploring college facilities – read bulletin boards, introduce themselves to other Staff and Faculty members
- Assist the new employee by checking in with them every other day to find out if they have any questions or concerns
- If the new employee is from another province or country – assist them in understanding the "culture" of the college, and the town in which their campus is located