






NEW EMPLOYEE ORIENTATION CHECKLIST

Actions For: HUMAN RESOURCES & PAYROLL

Name of New Employee:



Start Date:

Preparation for First Day of Employment:


- After the new employee confirms appointment, send the new employee a package that includes:
-  Welcome phone call from the President (HR e-mail names and phone numbers of new employees to President)
-  Appointment letter/contract
-  employee handbook
-  link to collective agreements on HR page on website (in body of contract letter)
-  link to college Policies on website (in body of appointment letter) with request for them to review:

Instructors/Faculty – ask them to review all policies with the following reviewed by the end of the first week of employment: 3200, 3300, 3400, 4000, 4300, 6000, 6010, 6520, 6550, 8100, 8320, 8350, 8400, 8610, 8800, 9300, 9400, 9600

Non-teaching staff – 6000, 6010

-  pensions and benefit information
-  Forms – i.e. – benefits enrolment to return completed to designated person

in HR (forms will be different depending on contract)

-  Payroll Forms with instruction to return completed forms to designated person in payroll
- Place announcement of new employee and their start date in the *Grapevine*
- Notify Switchboard/Reception of new employee name, start date and work campus
- Notify IT Services of employee name, Department, title, Union, campus and start date

The Employee's First Few Months at Work:

- Notify Managers and School Chairs of probationary requirements and timelines
- Ask new managers and supervisors what HR coaching they may require

Date:

HR Advisor initials (stamp):

Payroll initials: