

NEW EMPLOYEE ORIENTATION CHECKLIST

Actions For: New Employee's Chair/ Supervisor/Manager – or designate e.g. – School/Department Administrative Assistant

Name of New Employee:

Start Date:

Name of Manager providing Orientation:

Preparation for First Day of Employment:

- Call the new employee to confirm start date, time, location and who to meet upon arrival at the college
- Contact the Campus Manager to confirm office space need and obtain keys, telephone local and temporary password, photocopy number, duplicating account code, mailbox etc.
- Provide a work order to IT Services for computer and e-mail account set-up with temporary password and request this to be completed prior to employee's start date
- After doing the above, ask your Administrative Assistant to confirm with the Campus Manager and IT Services, prior to start date, that a work space for the new employee is set up with all needed equipment and supplies including phone book, internet and GroupWise access, e-mail address set up, phone number and account set-up, ability to access messages left on phone (if any), temporary passwords, business

cards, keys, mailbox, welcome gift such as a Selkirk College coffee mug, etc.

- Inform Departmental employees when the new employee is starting and confirm with them the person's role and responsibilities
- Enlist a "buddy" to support the new employee

The New Employee's First Day at Work:

- Greet new employee at the beginning of the first day
- Introduce the employee to other department employees and to their "buddy"
- Take the "buddy" and the new employee to their office/work area and explain to the new employee that the "buddy" will assist them by reviewing their work area, specific computer programs/files they need to access, the "how-to's" of the phone, email etc.
- Set a time that day that you will meet with the employee to:
 - Review the department's organizational structure, goals and operational activities
 - Review the employee's job description with him/her
 - Discuss expectations and available support
 - Explain the employee's position within the Department and who they will most likely interact with outside of the Department
- Determine who will provide needed training, if any, and familiarization with

work and processes, assignments or projects

- Arrange to have coffee or lunch with the new employee and as many members of the department team who are available
- Check in with the new employee at the end of the day and answer questions that may have come up
- Encourage and motivate the new employee to take responsibility for the success of their orientation

The Employee's First Week at Work:

- Provide an in-depth review of the departmental goals and how the new employee's position fits in with and contributes to meeting those goals
- Provide Health & Safety orientation
- Discuss communication expectations, probationary period, performance expectations and evaluation processes
- Discuss timesheets, travel reimbursement process, credit card reconciliation, cell phones if applicable
- Establish performance goals and schedule a date for the first performance review meeting (in accordance with length of probation period)
- Describe the importance of college policies to the new employee. Show the new employee where the college policies are listed and described on the intranet. Ask the new employee to read through the key policies related to your School or Department, as well as

College-wide policies such as Code of Conduct, Harassment, etc., and sign off on bottom of this page that they have read and understood them.

Chair only: In addition to the above:

- Introduce the new employee to the Dean
- Explain how the Instructor's work fits in with School programs
- Give a brief overview of some of the Instructor's responsibilities including course outlines, office hours, and any college policies the new Instructor must be aware of right from the start

The Employee's First Few Weeks at Work:

- Meet regularly to answer questions and confirm that the new employee is becoming acclimated to the department and position responsibilities
- Discuss job related achievements, problems or concerns, training that may be required
- Conduct an interim performance review during the new employee's probationary period and two weeks prior to the end of the probationary period

After the end of the first week please return this completed Checklist to Human Resources for the new Employee's file

- Check list sent to HR

- Employee has read and understood key School, Department policies as well as college-wide Human Resources policies including - Code of Conduct, Human Rights, Responsible Use of College Facilities and Equipment, Violence in the Workplace, Working Alone or in Isolation.

Date:

Chair/Supervisor/Manager initials:

Employee's initials