

# Selkirk College - New Employee Checklist

For Supervisor use: please complete and return to [hr@selkirk.ca](mailto:hr@selkirk.ca)

Before First Day	On First Day	Within First Week
<p><input checked="" type="checkbox"/> Prepare appropriate materials for employee such as operating plans, course materials, etc.</p> <p><input checked="" type="checkbox"/> Schedule meetings for employee and colleagues as appropriate.</p> <p><input type="checkbox"/> Confirm with <a href="mailto:hr@selkirk.ca">hr@selkirk.ca</a> that employee has completed <a href="#">New Worker Health and Safety Orientation</a></p> <hr/> <p><b>Contact Campus Manger to:</b></p> <p><input type="checkbox"/> Confirm office location</p> <p><input type="checkbox"/> Request telephone number</p> <p><input type="checkbox"/> Collect all required keys for employee such as for access to building, office, labs, shops, storage areas</p> <p><b>Contact IT to:</b></p> <p><input type="checkbox"/> Ensure employee has appropriate IT access (e.g. networks, folders, Unit4, VPN, Moodle, etc)</p>	<p><b>Review with Employee:</b></p> <p><input type="checkbox"/> Department's structure, goals and activities</p> <p><input type="checkbox"/> Work-related <a href="#">Selkirk policies</a></p> <p><input type="checkbox"/> Employee's job description</p> <hr/> <p><b>Provide Physical Orientation:</b></p> <p><input type="checkbox"/> Orient using the <a href="#">Site Specific Safety checklist</a></p> <p><input type="checkbox"/> Give employee necessary keys and equipment</p> <p><input type="checkbox"/> Review with employee the <a href="#">communicable disease plan</a></p> <p><i>If Working On-site:</i></p> <p><input type="checkbox"/> Point out washrooms, library, gym, mail room, parking areas, bookstore</p> <p><i>If Working Remotely:</i></p> <p><input type="checkbox"/> Review with employee <a href="#">remote work guidelines</a></p>	<p><input type="checkbox"/> Review with employee relevant <a href="#">evaluation form</a></p> <p><input type="checkbox"/> Schedule probationary evaluation with a calendar invite to your employee's calendar</p> <hr/> <p>Help employee (or task colleague to help employee) to:</p> <p><input type="checkbox"/> <a href="#">Access Unit4</a></p> <p><input type="checkbox"/> <a href="#">Set up email signature</a></p> <hr/> <p><b>Introduce Employee to:</b></p> <p><input type="checkbox"/> Department colleagues</p> <p><input type="checkbox"/> Union steward, if applicable</p> <ul style="list-style-type: none"><li>• (For PPWC members, please introduce to Amy Walters)</li></ul> <p><input type="checkbox"/> Learning Fellow, if applicable</p> <hr/> <p><b>Type Names to Indicate Completion:</b></p> <p>○ Supervisor: Type Supervisor Name</p> <p>○ Employee: Type Employee Name</p>