

NAME OF EMPLOYEE:	START DATE:
NAME OF ORIENTATION LEAD:	CHECKLIST COMPLETION DATE:
PREPARATION FOR FIRST DAY OF EMPLOYMENT: SUPERVISOR	
	Ensure all necessary paperwork has been given to HR (contract, scale placement form, interview notes, relocation expense form).
	After offer is accepted, call new employee to confirm start date, time, location and who to meet upon arrival. Review employees scale placement if applicable.
	Contact Campus Manager to confirm office location and request telephone number. Campus Management will ensure online staff directory is populated.
	Confirm the work space is prepared with what the employee will need to have a successful first day ie. set-up mailbox, pens, notepads, folders, necessary electronics, access to networks, files, course outlines, course material, telephone etc.
	Collect all keys as required and if applicable for the new employee to access buildings, offices, classrooms, labs, shops, storage areas etc. from Campus Manager.
	Ensure employee has appropriate IT access. ie. folders, FRS, SRS, Moodle.
	Arrange a Health and Safety orientation with the Health and Safety Coordinator or online orientation is @ https://my.selkirk.ca/staff/dept/hr/employeeorientation/ Health and Safety
	Enlist a "buddy" to support the new employee through their first few weeks. Review "Buddy Checklist" with buddy to ensure they know what they need to do and have all the necessary tools.
	Determine who will provide needed training, and confirm the time and location. i.e. Moodle, StarGarden ESS Portal, GroupWise, FRS, SRS.
	Schedule to have coffee or lunch with the new employee, their "buddy" and as many other members of the department team who are available for the employees first day at work.
	Fill in employee's calendar with any scheduled meetings, training, orientations, etc. Print off a copy of the schedule/email to employee and buddy.
	Access and print employee general information sheet located in S:\Human Resources\Employment Contracts.

THE NEW EMPLOYEE ORIENTATION CHECKLIST: SUPERVISOR

	Meet with the employee to review the department's organization, goals and operational activities, review the employee's job descriptions, discuss expectations and available support.
	Give employee the necessary keys and a tour of campus including staff room, washrooms, fire extinguishers, library (obtain card if desired), bookstore, gymnasium (discuss membership), mail room (obtain key), parking areas, wellness room etc.
	Introduce the employee to their "buddy" who will help them to navigate the college during their first month or longer and review the week's schedule as a group. Make your role and the buddy's role clear so the employee knows who does what.
	Ensure employee has completed the " Respect in the Workplace Training " and New Employee Bio at https://forms.selkirk.ca/view.nbp?id=51980
	Send yourself a delayed email reminder to perform probation review/evaluation.
	Have coffee or lunch with the new employee, their "buddy" and as many other available members of the department team.
	Review work related selkirk policies and show employee where to find policies on MySelkirk and http://policies.selkirk.ca/college .
	Check in with the new employee at the end of the day one to review day and answer questions.
	If applicable introduce the new employee to their Learning Fellow and arrange for them to go through the Learning Fellow checklist together.

THE NEW EMPLOYEE ORIENTATION CHECKLIST: BUDDY

	Introduce the employee to other department employees and show them their work area.
	Review their work area with them, specific computer programs, files they need to access, the "how to's" of the phone, e-mail, fax, copier etc.
	Help employee set up GroupWise signature using the branded format. Directions and formatting are found here https://my.selkirk.ca/staff/dept/hr/newemployees/ .
	Introduce employee to union steward, employee contact information and union card.
	Encourage and motivate the new employee to take responsibility for the success of their orientation by asking questions and exploring the college facilities.

Date _____ Supervisor's Initials _____ Employee's Initials _____

WHEN COMPLETE PLEASE RETURN THIS CHECKLIST TO HR