

## Appendix E: New Employee Orientation Checklist

### New Employee Orientation Checklist

#### Instructions for the hiring leader:

- Supply a copy of this New Employee Orientation Checklist to each new employee.
- Complete or coordinate the completion of each of the tasks indicated on this checklist.
- When all activities have been completed, sign in the space indicated below and forward a copy to the Department of Human Resources.

#### Employee Number:

#### EMPLOYMENT DOCUMENTATION

- Employee has signed all necessary payroll and benefit plan documentation and encouraged to complete the Employment Equity Survey

#### INTRODUCTION AND WELCOME

- Employee has received a copy of this Orientation Checklist
- All necessary equipment required by the employee, including computer, telephone and other facilities are available
- Employee has been provided with an e-mail account
- Employee has been introduced to their immediate supervisor
- Employee has been introduced to co-workers and others with whom they will regularly interact
- Employee has been assigned a Memorial Navigator
- Business cards, if required, have been supplied
- Meet and greet on day one has occurred
- Show work space/desk
- Review hours of work, schedule, pay schedule, unit policies and unit culture
- Discuss procedures for scheduling time off and unexpected absences
- Review proper attire for workplace (i.e. uniforms, safety equipment, etc.)
- Provide employee with keys, security access, parking permit, etc.
- Tour of the department and/or building (washrooms, lunch room, water fountain, emergency exit, first aid kit, etc.)
- Ensure log-in, passwords, networks, email, etc. are set up
- Ensure Memorial Navigator has made arrangements for coffee/lunch
- Meet with the new employee at the end of the day to answer any questions
- Provide a list of acronyms typically used in your unit
- Refer to appendices for the additional resources/sample documentation
- Schedule a meeting for week 1 and 15 minute check-in meetings for first month

#### OVERVIEW OF UNIT AND POSITION

The following have been reviewed with the employee:

- The unit's organizational structure
- The role of the unit within the university
- The current objectives and priorities of the unit
- A written job description, the latest job fact sheet for the position or some other written statement of job responsibilities
- Specific performance standards and expectations
- The probationary period and probationary review process

#### WORK SITE FAMILIARIZATION

Employee has been shown how to locate or access the following:

- The unit's local area network
- my.mun.ca and the ITS Service Desk
- Unit files, reports and other records
- Lunch and rest room facilities
- Office supplies and office equipment

#### UNIT AND UNIVERSITY POLICIES AND PROCEDURES

The unit and University's policies and procedures have been reviewed with the employee, including those pertaining to the following:

- Hours of operation and overtime requirements, if any
- Phone greetings
- Dress code
- Personal use of university equipment
- Anything else related to your specific department
- Health and Safety Orientation Handbook has been reviewed [www.mun.ca/health\\_safety/Safety\\_Orientation\\_Handbook.pdf](http://www.mun.ca/health_safety/Safety_Orientation_Handbook.pdf)
- Location of emergency exits, fire extinguishers, the nearest first aid station and the closets qualified first aid attendant
- Direct employee to University Policies website for familiarization of additional policies

All activities noted above have been reviewed with the employee.

Employee's Name:

Position Title:

HR Administrator:

Date:

Employee:

Date: