

Onboarding a new employee: Sample checklist for employee orientation

Employee name & number:
Start date:
Manager:
Onboarding facilitator(s):

Date scheduled	Item	Responsibility	Date filed/ completed	Initials
	<i>Employment agreement</i> Obtain executed employment agreement			
	<i>Handbook</i> -Provide employee handbook -Get signed receipt for handbook -Provide handbook introduction, including: •Hours of operation •Dress code •Time off (e.g., sick leave, appointments) •Vacation procedures			
	<i>Payroll</i> -Obtain payroll information -Provide benefits application(s) -Fill out TD1 and TD1ON forms -Collect copies of educational & professional credentials (e.g., resume, certifications, licenses) -Create employee file			
	<i>Workstation</i> Ensure workstation, equipment and accounts are set up and ready			
	<i>Tour</i> Provide brief tour of key areas (e.g., work areas, relevant equipment, supplies storage area, lunch room, washroom)			
	<i>Office access</i> Arrange office & building access (e.g., keys, codes, parking)			
	<i>Introductions</i> Introduce new employee to other staff, suppliers and/or customers as appropriate. This may include: •Advance emails or other notifications •Personal introductions			
	<i>Initial meeting with manager</i> -Review duties, responsibilities & expectations -Review training schedule. This may cover areas such as: •Job skills •Network & intranet access •Health & safety			



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