New Employees: Orientation & Onboarding Checklist



You can adapt this Checklist to ensure that the orientation you provide new employees at your workplace is both thorough and effectively conducted.

New Employee Orientation & Onboarding Checklist

Employee name:_____ Position: _____

Department: _____ Start date: _____

	YES	NO	COMMENTS
INITIAL MEETING*Upon arrival for first day of work, have new employee report to HR office to receive the ABC Company New Hire Kit*			
Provide and have employee sign copy of Offer Letter			
Provide Emergency Contacts Form			
Have employee complete Emergency Contacts Notification Form			
Have employee complete TD1 Federal Tax Forms			
Have employee complete Provincial Tax Forms			
Have employee complete Direct Deposit Form			
Have employee complete Benefits Option Form			
Have employee sign copies of following ABC Company policies: * Drug & Alcohol Use * Workplace Bullying & Harassment * Workplace Violence * Work Hours & Scheduling * Computer Use * Cell Phone Use * Confidentiality * Code of Conduct * Other			
Show employee orientation video(s)			

If applicable, ask employee to furnish one or more of the following documents for photocopying:
* Proof of age
* Obtain employee’s Social Insurance Number (SIN) within 3 days of the start of employment.
* Work Permit
* Certificate or proof of required training, education or accreditation(s)
* Proof of registration in educational or vocational training institution

Other

WORKPLACE SAFETY TOUR*Introduce new employee to ABC Company OHS manager to receive a tour of the workplace to go over basic health and safety information*

Point out emergency exits

Briefly describe emergency procedures

Point out muster & assembly points & check stations

Point out first aid kits, rooms, stations & attendants

Point out fire extinguishers

Point out SDS binders

Point out locations where hazardous products are stored, used, handled or disposed of

Point out eyewash stations

Point out Safety Bulletin Board

Point out where copies of OHS Act & Regulations are kept

Point out where ABC Company Safety Manual is kept

Introduction to workplace JHSC members or health & safety representative

Point out PPE employee is required to use & where it’s kept

Explain incident & injury reporting procedure

Explain employee’s refusal and other worker rights under OHS law

Other

SAFETY TRAINING*Ensure new employee successfully completes the applicable training required before being exposed to the hazards such training is designed to protect the employee against*

WHMIS

PPE use

Fall protection

Use of respiratory protection

Confined spaces work

Machine operation

Electrical hazards

Lockout tagout

Materials handling

Other

SUPERVISOR ORIENTATION*Introduce new employee to his/her supervisor to receive a briefing on basic ABC Company work rules and procedures*

Explain the ABC Company Code of Conduct & expectations for employee behaviour

Explain the work schedule & scheduling system

Explain how work & lunch breaks work

Explain ABC Company attendance & absenteeism policies

Explain the performance review system

Other

IT ORIENTATION*Show new employee to his/her work station to receive a briefing from IT on ABC Company computer & communications equipment, procedures & protocols*

Explain the ABC Company Data Protection & Security Policy

Explain ABC Company email & voicemail protocols

Provide employee necessary login & access information

Other

HR Director:_____

_____**Date of Completion:**_____