

# 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
- \* SIN Card
- \* 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:** \_\_\_\_\_