

## NEW EMPLOYEE ONBOARDING CHECKLIST

New Employee Name:			
Crew Number:			
Department:			
Hire Date:			
Head:			
Manager:			
Before the New Employee Starts			
Task	When	Responsible	Status
Email Building Ops ML - NEO Admin and provide the following information - employee name, job title, SIN, DOB, start date, salary, employment status (full-time, part-time etc). See <a href="#">Administrative Responsibilities - Setting Up a New Employee workflow</a>	Immediately after job offer is accepted	Manager	
Provide the HR Admin Assistant with all the interview notes and reference checks so an offer letter can be created	Same day or the next day	Manager	
Offer letter to be generated and emailed to Hiring Manager	1 day after receiving the SAF	HR Admin Assistant	
Email offer letter to new employee and include all important information in the email. See <a href="#">Offer Letter and Information You Need for Your First Day Email Template</a>	Same day offer letter is emailed to Hiring manager	Manager	
Inform Head of new employee's start date	Same day or next day from when offer was made	Manager	
If required the following to be ordered and set up by sending an email to Building Ops ML - NEO Admin: Computer, Laptop/iPad, desk line, cell phone (Samsung Galaxy for Trades, iPhone for Managers), desk, chair, name plate, business cards, email address, office supplies etc	Same day or next day from when offer was made	Manager	
Announce the hiring of the new employee in the next shop meeting	1 week prior to start date	Head	
Register new employee for the New Employee Orientation by emailing the HR Admin Assistant and share the schedule with the new employee's Head	1 week prior to start date	Manager	
Register new employee for all required core safety training and send training dates to Manager and Head	1 week prior to start date	Executive Secretary	

Before the New Employee Starts cont'd			
Task	Time Frame	Responsible	Status
Put outlook reminders in Manager's calendar to trigger the 10, 30 and 60 day evaluations for new employee. Also add the one year anniversary to Manager's and Superintendents calendar.	1 week prior to start date	Executive Secretary	
Send Executive Secretary new employee's CWL ID (if new employee has not set this up this can be done on their 1st or 2nd day on the job)	1 week prior to start date	Manager	
Executive Secretary to commission a FASmail account for new employee once they have received their CWL ID and add them to all appropriate email groups (this can also be done on their 1st or 2nd day on the job)	1 week prior to start date	Executive Secretary	
Register new employee for the appropriate PeopleSoft training (service requests, work orders, ePro, shutdowns etc) and send training dates to Manager and Head	1 week prior to start date	Executive Secretary	
Assign an onboarding peer and arrange for them to meet with the new employee on their first day before the end of the day. See <a href="#">Onboarding Peer Program for New Employee Onboarding</a> document	1 week prior to start date	Manager	
Order keys for new employee. <a href="#">See Key Matrix for Trades</a>	1 week prior to start date	Clerical Pool	
Assign a key lock box. locker and radio to the new employee	1 week prior to start date	Clerical Pool	
Schedule a meeting for the new employee to meet with the Superintendent of the unit on their first day	3 days prior to start date	Manager	
Schedule coffee with the crew during first break on the 2 <sup>nd</sup> day to introduce the new employee to the entire team	3 days prior to start day	Executive Secretary	
Order coffee and treats to introduce crew member to team (include date and time of delivery)	3 days prior to start day	Executive Secretary	
Send an email to the department/unit and key contacts advising of new employees' name, start date and role. See <a href="#">New Employee Announcement Email Template</a>	2-3 days prior to start date	Head	

First Day		
Task	Responsible	Status
Welcome new employee and introduce them to their Head, and peers	Manager/Head	
Manager and Head to meet with new employee (separately or together) to formerly introduce themselves and to provide insight into how the department operates and fits into the campus community. See <a href="#">Manager/Head Discussion Points with New Employee</a> document.	Manager/Head	
Give a tour of the shop, their work space and the Wellness Centre and forms to access the Centre. See <a href="#">Centre for Occupational Health Waiver</a> ( <i>which must copied in color as per the University Council</i> ).	Manager/Head	
Show locations of copiers, printers, fax, and office supplies (and information on how to order)	Manager/Head	
Tour department/building (stores/tool crib, and all the other shops, washrooms, coffee shops, lunch spots, vending machines, kitchen, fridge, microwave, etc)	Manager/Head	
Show new employee where their locker (if they asked for one) and lockbox is located	Manager/Head	
Review emergency exits and muster areas during a fire alarm. See <a href="#">Emergency Exits and Muster Areas in the University Services Building, Lower Mall Research Centre, Campus and Community Planning and Header House</a> key plans	Manager/Head	
Review break times, the break time policy and hours of work	Manager/Head	
Review late policy. See <a href="#">Memorandum on Employees Arriving Late or Leaving Early</a>	Manager/Head	
Review PPE requirements	Manager/Head	
Provide new employee with their safety training schedule (Confined Space, Lockout, Fall Protection and Asbestos Abatement) and their PeopleSoft training schedule	Head	
Collect the employees CWL ID and email it to Building Ops ML - NEO Admin for record keeping if this not already been done	Manager/Head	
Provide new employee with their tools, review the Tool Loan Agreement document and have the employee sign and date the agreement. See <b>Tool Crib Policy</b>	Manager/Head	
New employee to meet with on-boarding peer	On-boarding Peer	
New employee to meet with the Superintendent	Superintendent	
New employee to get employee ID at the Bookstore	Head	

Second Day		
Task	Responsible	Status
Provide new employee with a list of key contacts. <a href="#">See Key Contacts List</a>	Manager/Head	
Advise the new employee that their union representative will be in touch with them to schedule a union orientation	Head	
Review department's Strategic Goals. See <a href="#">Building Operations Strategic Goals</a>	Manager/Head	
Review new employees job description, responsibilities, competencies and expectations	Manager/Head	
Review timecards and time types. See <a href="#">Timecards and Time Types</a>	Manager/Head	
Review procedures and forms for vacation leave requests, banked over time leave requests and medical/dental leave. See <a href="#">Vacation/Banked Overtime Leave Request Form</a> and <a href="#">Medical/Dental Leave Request Form</a> .	Manager/Head	
Explain the Zone Service Delivery Model. See <a href="#">Zone Service Delivery Model</a>	Manager/Head	
Discuss the 90 day probationary period and the evaluation process (explain process, format and support)	Manager/Head	

Within First 10 Days (and before new employee goes into the field)		
Task	Responsible	Status
Go over the Job Safety Review for the new employee's position to review known hazards and their controls ( <a href="#">S:\Health Safety &amp; Envirn\Safety Committees\Job Safety Reviews\</a> )	Manager/Head	
Review use and location of fire extinguisher, fire alarm pull station, eyewash station, emergency shower, spill kit, first aid, evacuation routes, mustering stations, etc	Manager/Head	
Provide hands on WHMIS training	Manager/Head	
Review WHMIS Policy I-B-14. Review all chemicals and supplies used. Ensure proper chemical dilution ratios are known. See <a href="#">I-B-14</a>	Manager/Head	
Review First Aid Policy I-B-15. See <a href="#">I-B-15</a>	Manager/Head	
Review PPE Policy I-B-11. Instruction In The Use, Care, And Maintenance Of Personal Protective Equipment: Eye Protection, Appropriate Footwear & Clothing, Appropriate Gloves, Respiratory Protection, Hearing Protection, Head Protection etc. See <a href="#">I-B-11</a>	Manager/Head	
Review Hazard Assessment Policy IB-28. Lab clearance forms, Rooftop Access and Isolation and Lockout. See <a href="#">I-B-28</a> , <a href="#">I-B-06</a> and <a href="#">I-B-02</a>	Manager/Head	
Review process of reporting unsafe equipment, equipment that does not work, worksite, dumpsters etc.	Manager/Head	
Review Policy I-A-06 – Emergency Call Out procedure and Policy I-B-19 – Working Alone or in Isolation. See <a href="#">I-A-06</a> and <a href="#">I-B-19</a>	Manager/Head	

Within First 10 Days		
Task	Responsible	Status
Identify all labs and hazardous areas of the building employee will be working in.	Manager/Head	
Email the Program Manager to have new employee's iClass card programmed for key less access to buildings (provide first and last name, employee number, and iClass number that start with a star at the back of the card). Also request for card to be programmed to use the shared electric smart vehicles	Manager/Head	
Give new employee an orientation how to use the shared smart car key control system if applicable	Manager/Head	
Provide an orientation on how to charge a smart car	Manager/Head	
Show new employee where their key lock box is located	Manager/Head	
Schedule an ergonomic assessment of work space if required by sending an email to Building Ops RMS	Head	
Schedule a computer orientation and set up including log-in passwords, network drives and email (if required) by emailing Building Ops ML - NEO Admin	Manager/Head	
Confirm with the employee that they have keys, keyless access, a lockbox, a locker, a radio, cellphone etc	Manager	
Check in with new employee on the 10th day to see how they are doing and integrating with the group and check what support they need. Find out what has been the highlight for them. Ask for feedback on the orientation process. <a href="#">Use the New Employee 10 Day Check In Record</a> to record your discussion with the new employee. Once the form has been signed and completed send it to the HR Coordinator.	Manager/Head	

Within 30 days		
Task	Responsible	Status
Meet regularly with new employee and provide feedback and support	Head	
Perform regular quality audits of employee's work	Head	
Inform manager weekly of new employees progress, strengths, and concerns	Head	
At the end of the first month conduct the <a href="#">Building Operations Probationary Assessment Record for 30 Days</a> . Once evaluation has been completed and signed by employee it is to the Human Resources Coordinator	Manager/Head	
Confirm that the new employee is scheduled for PeopleSoft maintenance manager training (service requests, work orders, ePro and shutdowns) and has been scheduled for the 4 core safety training	Manager	

Within 60 days		
Task	Responsible	Status
Continue to meet regularly with new employee and provide feedback	Head	
Perform regular quality audits of employee's work	Head	
Inform manager as required of new employee's progress, strengths and concerns	Head	
At 60 days conduct the <a href="#">Building Operations Probationary Assessment Record for 60 Days</a> . Once evaluation has been completed and signed by employee it is to the Human Resources Coordinator	Manager/Head	

At 90 days		
Task	Responsible	Status
Confirm that new employee has attended all 4 core safety training courses. If not ensure they have been scheduled to attend the next sessions.	Manager	
Advise and congratulate new employee on passing their probationary period or if employee has not been successful.	Manager/Head	

Beyond 90 days		
Task	Responsible	Status
After probationary term is complete to sustain the process meet the employee on a monthly basis until the end of the employee's first year	Head	