

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 Administrative Responsibilities - Setting Up a New Employee workflow | 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 Offer Letter and Information You Need for Your First Day Email Template | 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 Onboarding Peer Program for New Employee Onboarding document | 1 week prior to start date | Manager | |
| Order keys for new employee. See Key Matrix for Trades | 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 nd 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 New Employee Announcement Email Template | 2-3 days prior to start date | Head | |

| First Day | | |
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| 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 formally introduce themselves and to provide insight into how the department operates and fits into the campus community. See Manager/Head Discussion Points with New Employee document. | Manager/Head | |
| Give a tour of the shop, their work space and the Wellness Centre and forms to access the Centre. See Centre for Occupational Health Waiver (<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 Emergency Exits and Muster Areas in the University Services Building, Lower Mall Research Centre, Campus and Community Planning and Header House key plans | Manager/Head | |
| Review break times, the break time policy and hours of work | Manager/Head | |
| Review late policy. See Memorandum on Employees Arriving Late or Leaving Early | 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 Tool Crib Policy | 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 | | |
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| Task | Responsible | Status |
| Provide new employee with a list of key contacts. See Key Contacts List | 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 Building Operations Strategic Goals | Manager/Head | |
| Review new employees job description, responsibilities, competencies and expectations | Manager/Head | |
| Review timecards and time types. See Timecards and Time Types | Manager/Head | |
| Review procedures and forms for vacation leave requests, banked over time leave requests and medical/dental leave. See Vacation/Banked Overtime Leave Request Form and Medical/Dental Leave Request Form . | Manager/Head | |
| Explain the Zone Service Delivery Model. See Zone Service Delivery Model | 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) | | |
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| Task | Responsible | Status |
| Go over the Job Safety Review for the new employee's position to review known hazards and their controls (S:\Health Safety & Envirn\Safety Committees\Job Safety Reviews\) | 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 I-B-14 | Manager/Head | |
| Review First Aid Policy I-B-15. See I-B-15 | 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 I-B-11 | Manager/Head | |
| Review Hazard Assessment Policy IB-28. Lab clearance forms, Rooftop Access and Isolation and Lockout. See I-B-28 , I-B-06 and I-B-02 | 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 I-A-06 and I-B-19 | 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. Use the New Employee 10 Day Check In Record 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 | | |
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| 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 Building Operations Probationary Assessment Record for 30 Days . 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 | | |
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| 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 Building Operations Probationary Assessment Record for 60 Days . Once evaluation has been completed and signed by employee it is to the Human Resources Coordinator | Manager/Head | |

| At 90 days | | |
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| 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 | |
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| Beyond 90 days | | |
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| 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 | |