

## SUPERVISOR'S CHECKLIST FOR NEW EMPLOYEE ORIENTATION

The following checklist is designed to assist the supervisor/department in orienting and acquainting the new employee with the University in general, and his/her department in particular. Please review the relevant items below with the new employee in your unit, check off each item as it is completed, and note the date of completion.

<b>Employee Name:</b>	<b>Date of Employment:</b>
<b>Payroll No.:</b>	<b>Position:</b>
Pre-Arrival	Date completed
<input type="checkbox"/> Prepare required selection paperwork	_____
<input type="checkbox"/> Inform Human Resources Department(Campus) of start date so documents can be prepared in due time	_____
<input type="checkbox"/> Designate work area/space	_____
<input type="checkbox"/> Arrange for office supplies and equipment	_____
<input type="checkbox"/> Request any keys needed	_____
<input type="checkbox"/> Arrange for/assign a telephone extension	_____
<input type="checkbox"/> Consider any likely immediate training needs	_____
<input type="checkbox"/> Prepare/coordinate schedule of activities/assignments for the first month	_____
<input type="checkbox"/> Start developing the Performance Planning and Appraisal form (PPAF) – critical functions, expected standards, relative weights – (applicable for new positions only)	_____
First Day/Throughout First Week	
<input type="checkbox"/> Introduce employee to co-workers	_____
<input type="checkbox"/> Tour work area (office/desk location)	_____
<input type="checkbox"/> Provide keys (if any) and explain key policy and office security	_____
<input type="checkbox"/> Ensure that employee completed employment and benefits formalities at Human Resources Department(Campus)	_____
<input type="checkbox"/> Ensure that employee obtained an ID card	_____
<input type="checkbox"/> Campus tour / Tour of key facilities in building/area (washrooms, ...)	_____
<input type="checkbox"/> Explain use of necessary office equipment (phone, photocopier, fax, ...)	_____
<input type="checkbox"/> Explain email and internet usage (if any)	_____
<input type="checkbox"/> Explain work schedule and attendance	_____
<input type="checkbox"/> Discuss leaves (reporting vacation, sick leave, ...)	_____
<input type="checkbox"/> Inform employee of pay rate and pay days	_____
<input type="checkbox"/> Discuss dress code requirements (if any)	_____
<input type="checkbox"/> Discuss University parking facilities	_____
<input type="checkbox"/> Provide safety orientation (emergency exits, evacuation procedures, fire extinguishers, fire alarms, ...)	_____
<input type="checkbox"/> Review Department organizational chart	_____
<input type="checkbox"/> Review Department's mission/vision/goals	_____
<input type="checkbox"/> Review Job Description (discuss employee's role)	_____
<input type="checkbox"/> Discuss critical functions and expected performance standards/outcomes as outlined in the PPAF	_____
<input type="checkbox"/> Review schedule of activities/assignments for the first month	_____
<input type="checkbox"/> Review Departmental policies and procedures	_____
<input type="checkbox"/> Introduce Departmental website (if any)	_____

Follow up monthly	Date completed
<p><b><u>During the first month:</u></b></p> <p><input type="checkbox"/> Discuss the following with the employee:</p> <ul style="list-style-type: none"> <li>• Does the job meet your expectations?</li> <li>• Any training &amp; development needs which have become apparent?</li> </ul> <p><b><u>During the three-month probationary period:</u></b></p> <p><input type="checkbox"/> Review progress of new employee</p> <p><input type="checkbox"/> Appraise performance of new employee (towards end of period) &amp; record it on appropriate form</p> <p><input type="checkbox"/> Discuss probation period rating with new employee</p> <p><input type="checkbox"/> Forward completed PPAF to Human Resources Department(Campus) duly signed</p> <p><b><u>After successful completion of probationary period:</u></b></p> <p><input type="checkbox"/> Regularly review performance of employee</p> <p><input type="checkbox"/> Regularly discuss training &amp; development needs</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>