



NEW EMPLOYEE ONBOARDING CHECKLIST

Instructions: Manager and employee are to review, complete, and initial as indicated within 90 days from the Employee’s Start Date. Completed checklist can be sent to human.resources@keyano.ca.

Employee Name:		Employment Start Date:	
Supervisor:		Target Completion Date:	

PRIOR TO DAY #1:		
ACTIVITY	RESPONSIBLE PARTY	COMMENTS
Offer Letter	Human Resources	HR forwarded offer letter via DocuSign for review and signature.
Picture for ID Card	New Employee	New Employee will send their “Selfie” as requested by the HR Coordinator.
Parking	New Employee	Information for Parking is located on the Keyano website.
Onboarding Checklist	Supervisor	Manager will download the Onboarding Checklist to complete with new employee.
New Employee Checklist	Supervisor	HR forwarded onboarding email to Manager to complete the New Employee Checklist .
Assign Ambassador	Supervisor	Assign a person to assist the new employee navigate their first few weeks with the College.
Facilities	Supervisor	Submit a request to Facilities if you require any office setup via Asset Planner .

WITHIN 90 DAYS OF START DATE:				
DATE	ACTIVITY	RESPONSIBLE PARTY	COMMENTS	✓
	Introductions	Manager	Introduce your new employee to their team members, assigned ambassador, and key contact within the College.	
	Campus Tour	Manager or Ambassador	Arrange for the new employee to have a tour of the College.	
	Employee ID	Manager/Employee	Visit the ITS Helpdesk for your new Keyano College ID Card.	
	Computer Access	Manager/Employee	Supervisors, please provide your new employee with information received from ITS regarding telephone and computer access. Submit an ITS Helpdesk ticket for any issues with logging into the computer.	
	Review of Benefits	Payroll/Employee	Payroll will send a payroll commencement-meeting request to new employee.	
	Email Signature Standards	Employee	Review instructions to create your Outlook email signature . (Need to make this a link)	

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	Coming & Going for Good Morning Keyano	Manager	Ask employee to provide their information for the Good Morning Keyano submission and send to human.resources@keyano.ca . Click here to find Coming & Going Examples .	
	Safety Orientation: <ul style="list-style-type: none"> • Workplace Checklist • PPE Requirements • Incident Reporting 	Manager/Employee Safety Advisor	For additional assistance with the Workplace Safety Checklist, contact the Safety Advisor at (780) 791-8988.	
	Connect	Manager/Employee	Review Connect with your new employee to familiarize themselves with the features available.	
	Keyano College Specific Applications	Manager/Employee	Important applications included Keyano Knowledge Bank , School Messenger , and Employee Self-Serve .	
	WHMIS	Employee	The instructions on how to complete the mandatory WHMIS training is found under the Within 90 Days Tab of the - Onboarding Program .	
	FOIP Training	Employee	The instructions on how to access the mandatory FOIP Training is found under the Within 90 Days Tab of the - Onboarding Program .	
	P-Card Training	Manager / Finance	If a P-Card is required, please contact Finance to obtain the application and training information.	
	Important Organizational Policies and Procedures	Manager/Employee	The new employee will need to review and become familiar with all College Policies & Procedures	
	Organizational Charts	Manager/Employee	View the current Organizational Chart on Connect.	
	Job Duties, Expectations and Goals	Manager	Discuss position duties, expectations, and goals with new employee.	
	Departmental Goals and Objectives	Manager	The Manager will discuss department's goals and objectives with new employee.	
	Departmental Culture/ Values/Ground Rules	Manager	Review department's culture/values and ground rules with new employee.	
	Schedule Probationary Review Meetings	Manager	Manager will consult applicable agreement or terms and conditions of employment.	
	Return Completed Onboarding Checklist	Manager	Please send completed checklist to human.resources@keyano.ca .	

Employee

Supervisor

Date Completed

Date Completed

Return completed checklists to Human Resources by emailing
[**human.resources@keyano.ca**](mailto:human.resources@keyano.ca)