

## NEW EMPLOYEE ONBOARDING CHECKLIST

<b>Employee Name:</b>		<b>Employee Start Date:</b>	
<b>Supervisor:</b>		<b>Target Completion Date:</b>	

**Instructions:** Manager and employee are to review, complete, and initial as indicated within 90 days from the Employee’s Start Date. Completed checklists are to be returned to Human Resources.

**PRIOR TO DAY #1:**

DATE	ACTIVITY	RESPONSIBLE PARTY	RESOURCES	✓
	<b>Offer Letter</b>	Human Resources	Template	
	<b>New Employee Checklist</b>	Manager	ITS; HR	
	<b>New Employee Payroll/Benefits Package</b>	Payroll/Employee	Printed Material	
	<b>Transcripts</b>	Employee		
	<b>Assign a Keyano Ambassador</b>	Manager		
	<b>Preparing for Your First Day</b>	Employee		

**FIRST WEEK OF EMPLOYMENT:**

DATE	ACTIVITY	RESPONSIBLE PARTY	RESOURCES	✓
	<b>Introductions</b> <ul style="list-style-type: none"> <li>• Team Members</li> <li>• Key Contacts</li> </ul>	Manager	Keyano Ambassador	
	<b>Campus Tour</b>	Manager	Keyano Ambassador	
	<b>Employee ID</b>	Manager/Employee	HR	
	<b>Review of Benefits</b>	Payroll/Employee	Printed Material	
	<b>Log-In/Phone #</b>	Manager/Employee	ITS	
	<b>Connect/Q: Drive</b>	Manager/Employee	ITS	
	<b>Comprehensive Institutional Plan</b>	Manager/Employee	Connect	
	<b>Important Organizational Policies/Procedures</b>	Manager/Employee	Connect	
	<b>Safety Orientation</b> <ul style="list-style-type: none"> <li>• Workplace Checklist</li> <li>• PPE Required</li> <li>• Incident Reporting</li> <li>• WHMIS</li> </ul>	Manager/Employee	Checklist Connect Safety Advisor	

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**FIRST WEEK OF EMPLOYMENT CONT:**

DATE	ACTIVITY	RESPONSIBLE PARTY	RESOURCES	✓
	<b>Organizational Charts</b>	Manager/Employee	HR	
	<b>Departmental Goals/Objectives</b>	Manager/Employee	Next-Level Supervisor	
	<b>Job Description</b>	Manager/Employee	HR	
	<b>Job Expectations/Goals</b>	Manager/Employee		

**WITHIN 90 DAYS OF START DATE:**

DATE	ACTIVITY	RESPONSIBLE PARTY	RESOURCES	✓
	<b>Training Requirements</b>	Manager/Employee	Connect	
	<b>Departmental Culture/Values/Ground Rules</b>	Manager/Employee		
	<b>FOIP Training</b>	Employee	HR	
	<b>P-Card Training</b>	Manager/Employee	Finance	
	<b>Additional Important Policies</b>	Manager/Employee	Connect	
	<b>Schedule Probationary Review Meetings</b>	Manager/Employee	HR	

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Employee

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Supervisor

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Date Completed

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Date Completed