

New Employee Orientation Checklist

Government of Newfoundland and Labrador
New Employee Orientation Checklist

Employee Name: _____

Start Date: _____

New Hire to Government: (Y / N)

New Hire to Department: (Y / N)

New Employee Orientation is an important element of the Government of Newfoundland and Labrador's retention and employee satisfaction efforts and has been highlighted as a significant priority in our Corporate Human Resource Management Strategy "**Creating Tomorrow's Public Service Excellence in Public Service Delivery**." Research has shown that effective orientation has a significant impact on employee engagement and can positively impact retention rates.

This New Employee Orientation Checklist is one component of our Corporate Onboarding Strategy. This checklist is designed to be used in conjunction with departmental orientation.

This checklist is intended as a guide for supervisors and managers in providing new employees with essential information pertaining to their employment with the Government of Newfoundland and Labrador. Please note that the list of items is not all-inclusive and will be updated/revised periodically. If managers, supervisors or employees would like to recommend changes or additions, please contact: HRSInfo@gov.nl.ca

Items should be ticked as completed or discussed. Those items which do not apply should be marked as Not Applicable (N/A). This checklist should be completed within the first two weeks of the new employee's start date.

1. About working in Government

- ☐ Government of Newfoundland and Labrador: www.gov.nl.ca/
- ☐ Oath of Office
- ☐ Standards of Conduct / Conflict of Interest:
www.assembly.nl.ca/legislation/sr/annualstatutes/1995/C30-1.c95.htm
- ☐ Confidentiality
- ☐ Government Information / Release of Information
- ☐ Public Service News: www.intranet.gov.nl.ca/
- ☐ Employee Recognition
 - ☐ Public Service Award of Excellence: www.exec.gov.nl.ca/excellence/
 - ☐ Departmental Program (if applicable)
- ☐ Service Excellence

2. About your Department

- ☐ Department Welcome / Welcome Letter
- ☐ Annual Report / Strategic Plan / Business Plan
- ☐ Function of Department / Lines of Business
- ☐ Mission Statement
- ☐ Organizational Chart
- ☐ Organization of Division / Section
- ☐ Employee Communications
- ☐ Departmental Intranet (if applicable)
- ☐ Departmental Newsletter (if applicable)

3. About your workplace

- ☐ Introduction to Co-Workers
- ☐ Buddy / Mentor Information
- ☐ Location of Supplies / Purchasing
- ☐ Fire Extinguishers, Exits and Alarms
- ☐ Evacuation Procedures
- ☐ Secured Storage Area for Personal Items
- ☐ Location of Restroom / Break Areas
- ☐ Location and Care of Office Equipment
- ☐ Building Maintenance / Repair
- ☐ Department Bulletin Boards
- ☐ Rules Regarding Food / Coffee
- ☐ Recycling/ Shredding
- ☐ Scent Policy: www.exec.gov.nl.ca/exec/hrs/working_with_us/scent.html
- ☐ Smoke Free Workplace: www.exec.gov.nl.ca/exec/hrs/working_with_us/smoke_free.html
- ☐ Dress Code
- ☐ Greening Government: http://www.exec.gov.nl.ca/exec/ccce/publications/greening_gov_action_plan.pdf

4. Conditions of Employment

- ☐ Job Description
- ☐ Acceptance Letter/Terms of Contract
- ☐ Performance Expectations / Evaluation
- ☐ Probationary Period/Terms of Contract
- ☐ Personal Files: www.exec.gov.nl.ca/exec/hrs/working_with_us/personal_files.html
- ☐ Attendance / Sign-in Procedures
- ☐ Hours of Work
- ☐ Telephone and E-mail Protocol
- ☐ Meals / Break Periods
- ☐ Work Schedule Changes
- ☐ Overtime
- ☐ Flexible Work Arrangements:
www.exec.gov.nl.ca/exec/hrs/working_with_us/flex_work.html
- ☐ Adverse Weather Conditions and States of Emergency:
www.exec.gov.nl.ca/exec/hrs/working_with_us/adverse_weather.html

5. Access Procedures

- ☐ Identification Card: www.intranet.gov.nl.ca/tw_idcards/idcards/
- ☐ Keys / Alarms / Building Access
- ☐ Voice Mail / Passwords
- ☐ Business Cards
- ☐ Parking / Parking Permits
- ☐ Other

6. Information Technology / Information Management

- ☐ Employee Access Form:
www.intranet.gov.nl.ca/itservicedesk/online_forms/newaccount.htm
- ☐ IT Policies and Guidelines: www.ocio.gov.nl.ca/ocio/policies/index.html
- ☐ IT Service Desk 729-HELP (4357) or servicedesk@gov.nl.ca
- ☐ Home Computer usage
- ☐ ATIPPA: <http://www.atipp.gov.nl.ca/info/index.html>
- ☐ ATIPP e-learning:
via PS Access – request your PS Access ID and Password by emailing PSAccessSupport@gov.nl.ca

7. Compensation and Benefits

- ☐ Rate of Pay
- ☐ Pay Dates

- ☐ Payroll Deductions / Enrolments and Forms (To be completed in Payroll-employee to be directed there by manager or designate)
 - ☐ Medical
 - ☐ Dental
 - ☐ Group Insurance:

www.exec.gov.nl.ca/exec/hrs/working_with_us/employee_benefits.html
 - ☐ Voluntary Insurances
 - ☐ Long Term Disability (LTD) Insurance
 - ☐ Pension Plan:

<http://www.exec.gov.nl.ca/exec/hrs/pensions/index.html>
 - ☐ Social Club
- ☐ Direct Deposit
- ☐ Step / Annual Increases
- ☐ Job Evaluation
- ☐ Notice Period
- ☐ Severance
- ☐ Retiree Benefits

8. Leaves and Absences

- ☐ Holidays (Statutory): www.exec.gov.nl.ca/exec/hrs/working_with_us/holidays.html
- ☐ Leave Types: www.exec.gov.nl.ca/exec/hrs/working_with_us/policies.html#4g (see applicable Collective Agreement)
- ☐ Annual Leave ☐ Paid Leave
- ☐ Sick / Bank Leave
- ☐ Special Leave With Pay
 - ☐ Educational Leave (Short Term)
 - ☐ Jury Duty and Court Leave
 - ☐ Bereavement Leave
 - ☐ Family Responsibility Leave
 - ☐ Deferred Salary Leave
 - ☐ Leave to Vote
 - ☐ Leave to Participate in Amateur Sports
 - ☐ Other
- ☐ Special Leave Without Pay
 - ☐ Parental Leave
 - ☐ Maternity / Adoption Leave
 - ☐ Education Leave
 - ☐ Other
- ☐ Leave Approval Forms / Procedures

9. Learning and Development

- ☐ Department-led or sponsored Organizational Development Initiatives
- ☐ Departmental Learning
- ☐ Occupation-specific learning
- ☐ Legislated learning
- ☐ Leadership & Professional Development:
http://www.exec.gov.nl.ca/exec/hrs/learning_and_development/leadershipdev.html
- ☐ Information Technology / Computer Training:
http://www.exec.gov.nl.ca/exec/hrs/learning_and_development/techdev.html
- ☐ French Language Training:
www.exec.gov.nl.ca/frenchservices/english/french_lang_training.html
- ☐ Tuition Assistance Program
http://www.exec.gov.nl.ca/exec/hrs/learning_and_development/index.html#tuition

10. Human Resource Policy Information

- ☐ Human Resource Policy Manual:
www.exec.gov.nl.ca/exec/hrs/working_with_us/policies.html
- The policies available on-line include the following, as well as some policies already referenced:
- ☐ Political Activity: www.exec.gov.nl.ca/exec/hrs/working_with_us/political.html
 - ☐ Equipment and Resources Usage Policy:
www.exec.gov.nl.ca/exec/hrs/working_with_us/equipment_and_resources.html
 - ☐ Harassment and Discrimination Free Workplace:

eLearning via PS Access – request your PS Access ID and Password by emailing PSAccessSupport@gov.nl.ca

- ☐ www.exec.gov.nl.ca/exec/hrs/working_with_us/harassment.html
- ☐ Relocation: www.exec.gov.nl.ca/exec/hrs/working_with_us/relocation.html ☐

Employee Liability:

- ☐ www.exec.gov.nl.ca/exec/hrs/working_with_us/employee_liability.html
- ☐ Personal Loss:
www.exec.gov.nl.ca/exec/hrs/working_with_us/personal_property_loss.html
- ☐ Position Elimination:
www.exec.gov.nl.ca/exec/hrs/working_with_us/elimination.html
- ☐ Travel Policies: www.exec.gov.nl.ca/exec/hrs/working_with_us/policies.html#4g

11. Financial Management Information

- ☐ Expense Claims and Management System: www.intranet.gov.nl.ca/tcms/support.htm

12. Bargaining Unit Information

- ☐ Union Representation

13. Occupational Health & Safety

- ☐ Occupational Health and Safety Policy:

eLearning via PS Access – request your PS Access ID and Password by emailing PSAccessSupport@gov.nl.ca

www.exec.gov.nl.ca/exec/hrs/working_with_us/ohs.html

- ☐ Injury on Duty
☐ Incident Reporting
☐ Hazard Reporting
☐ Safe Work Practices and Procedures
☐ OH&S Committee
☐ Workplace Violence Prevention Program

14. Other Employee Resources

- ☐ Strategic Human Resource Management Division
☐ Compensation and Benefits Division
☐ Employment Opportunities in Government:

www.hiring.gov.nl.ca

- ☐ Respectful Workplace Program: www.psc.gov.nl.ca/psc/rwp/index.html

- ☐ Employee Assistance Program (EAP): www.psc.gov.nl.ca/psc/eap/index.html

- ☐ Employment Equity for Persons with Disabilities:

www.exec.gov.nl.ca/exec/hrs/departments/branches/division/oeepd_division.html

- ☐ Government Telephone Directory: www.tw.gov.nl.ca/TelephoneDirectory/

15. Miscellaneous

- a. Emergency Contact Information
b. Government Daycare Centre: www.intranet.gov.nl.ca/misc/daycare/default.asp
c. Fitness facilities (if applicable): Email FitnessCentre@gov.nl.ca

The department has discussed all of the above topics and provided a copy of this checklist to:

Employee _____ Position _____ Division _____

Manager / Supervisor Signature _____ Date _____

My department has provided me with information on all of the above topics and given me a copy of this checklist.

Employee Signature _____ Date _____