ONBOARDING CHECKLIST FOR SUPERVISORS

Employee Name:		**Location:**	
Job Title:		**Direct Supervisor:**	
Department:		**Phone Number:**	
Assigned Job Shadow:			

Step 1 Pre-Start

Be Prepared for the Arrival of your new employee

One important way to support and help new employees understand their environment and feel valued is to demonstrate that planning and effort went into preparing for their first day.

Activity	Details
☐ Ensure new hire has completed Employment Application Form	Mandatory for all employees operating a company vehicle.
☐ Complete the New Hire or Employment Change form	
☐ Identify and assign a Job Shadow	Ensure that you have communicated this important responsibility to the assigned Job Shadow.
☐ Notify all staff, particularly key people, in the branch of the new employee's arrival date	*Suggestion:* Send out an email and include new hire information, including start date, job title, etc.
☐ Include and/or update new employee information on contact lists and departmental website (if applicable)	Contact the administrator of your webspace, if applicable.
☐ Book time in your calendar to ensure that you are available to the new employee on their first day	It is your responsibility to welcome the new hire on their first day, including facilitating their on-line orientation. Be sure to schedule this.
☐ Create a Welcome Package for your new hire	☐ Payroll Information Forms ☐ Benefits Summary ☐ Benefits & Financial Booklets ☐ Employee Safety Handbook ☐ General InformationPackage ☐ Promotional Items (ie, Pin, Pen, etc.) ☐ Company Clothing
☐ Name tag/badge/Door/cubicle name bar	
☐ Office supplies	
☐ Security access to facilities	
☐ Business cards	
☐ PPE (personal protective equipment)	
☐ Coveralls/uniform	
☐ Truck (if applicable) & Gas Card	
☐ Telephone/Cell Phone	
☐ Personal Computer/Laptop	
☐ Network access ID	
☐ System & Folder access	
☐ VPN service	
☐ Assign and set up the new workspace or cubicle/locker	

Step 2 Employee's First Day

Welcoming a New Employee

The Welcome meeting is a significant component in The On-Boarding Program as it shows that the company and specifically the Direct Supervisor (Leader) wants to ensure the development of a good relationship from the first day.

Activity	Details
☐ Greetings/welcome to the company & branch	Ensure you are available at time that your new employee is designated to arrive at your branch.
☐ Welcome Meeting	*Suggested topics:* Welcome to company, commitment to safety, VMV, high level role & responsibilities or the new hire (role they have been hired into), your background, etc.
☐ Orientation – online	Provide employee with their Welcome Package, and help to sign them into the on-line orientation. It is important that you remain available for questions as they work their way through the orientation.
☐ Complete Paperwork	**Step 4** in the new hire orientation will require that you help explain all of the documentation and paperwork that is required to be submitted to payroll.

Branch Tour

Step 5 *in the new hire orientation requires you to take your new employee on a guided tour of the branch. Be sure to include the following in this tour:*

☐ Key introductions	☐ Lunch room
☐ Introduction to Job Shadow	☐ Staff Bulletin board
☐ Work space	☐ First Aid Station
☐ Washrooms	☐ Emergency Exits

Safety Orientation

Step 6 *in the new hire orientation requires you to take your new employee through a Safety Orientation program. Be sure to include the following in this orientation and refer to the Safety Orientation matrix:*

☐ Day 1 – Safety Orientation	Modules 1, 2 & 3 - Mandatory
☐ Day 2 – Safety Orientation	Modules 3, 4, & 5 – if applicable
☐ Day 2 – Safety Orientation	Safety Manual, PPE, and Worksite Specific Safety Practices