



Staff or Program Placement Onboarding Checklist

Staff or Program Placement Name:	
Position:	
Hire Date:	

Document	Date Completed / Details
PRIOR TO DAY 1	
Call candidate and make formal job offer	
Congratulate and welcome new hire to CCS Team; give start date/location details	
Prepare job offer letter	
Forward job offer letter & documentation via e-mail or in person	
Prepare a New Hire Package and give to Manager or designate prior to start date	
DAY 1	
New Hire Package given to Staff or Program Placement (via Manager or designate)	
New Staff/Program Placement Orientation Checklist Items Completed	
MONTH 1	
Health & Safety Handbook -- (signed acknowledgment form to be returned approx. 2-3 weeks from hire date)	
Probationary Period Check In (reminder email to Managers/supervisor)	
MONTH 3	
Criminal Reference Check – Vulnerable Sector – No Photocopies	
HR Policies (signed acknowledgment form returned)	
MONTH 6	
Performance Appraisal (marks completion of probationary period)	
Training requirements completed (outstanding reminders)	

Completed by: _____

Date: _____

Internal HR Document: This document is for use by HR only

