**New Hire Checklist**

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| **Employee Name:** |  |  |
| **Position:** |  |  |
| **Hire Date:** |  |  |
|  | **Action** | **Status** |
| **Pre-Employment Items** | Human Resources   * Employment Offer letter sent, and signed offer received * Send Welcome email or text |  |
| Prepare new hire’s work area and/or order applicable equipment.   * Building access card, key(s), parking pass * Sign in/out process * Uniform, apron, name badge/ID card * Office/desk/workstation (if applicable) * Stationary and supplies |  |
| **Equipment/Technology** | Technology/Equipment Set up (if applicable):   * Create email account * Laptop, software, accessories * Desk phone (extension, voicemail set up), cell phone |  |
| **New Hire Forms** | Onboarding/Employment forms:   * Employee new hire form to include contact information, emergency contact * Provincial/Federal Tax forms * Authorization for direct deposit/banking details * Benefit enrollment forms, RRSP/Pension Plan * Other Payroll related forms |  |
| **Onboarding/First Day** | Orientation   * Conduct Orientation presentation (in person or virtual) * Include Company information, history, key policies * Safety Orientation <https://www.worksafebc.com/en/resources/health-safety/checklist/young-new-worker-orientation-checklist> * Share Company handbook |  |
| Tour facilities/workplace   * Breakroom, washrooms * Emergency exits * Designated smoking area * Parking * Mailroom, photocopier, office supplies |  |
| Departmental Welcome   * Manager to welcome New Hire * Give introductions to department/team and key personnel (Senior Management) * Assign a ‘buddy’ employee to answer general questions |  |
| Policies   * Review any relevant Departmental policies and procedure * Review Job description/job task checklist |  |
| **Post-Orientation Follow up** | 30/90 Day Check-in   * Check in with New hire to see how they are doing * Discuss Performance review process |  |