**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
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| 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
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| **Equipment/Technology** | Technology/Equipment Set up (if applicable):* Create email account
* Laptop, software, accessories
* Desk phone (extension, voicemail set up), cell phone
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| **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

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| **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
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| Tour facilities/workplace* Breakroom, washrooms
* Emergency exits
* Designated smoking area
* Parking
* Mailroom, photocopier, office supplies
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| 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
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|  Policies* Review any relevant Departmental policies and procedure
* Review Job description/job task checklist
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| **Post-Orientation Follow up** | 30/90 Day Check-in* Check in with New hire to see how they are doing
* Discuss Performance review process
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