



APPENDIX H

Check List for New Salaried Employees For Supervisor's Use

New Employee:	Position/Dept
Supervisor:	First Day of Work:

Prior to employee's first day

- Notify ITsupport@sipeknekatik.ca with needs (email, computer equipment. Phone, etc.).
 - Notify staff (announcement).
 - Prepare the workspace
 - Notify security with needs (keys, access cards, etc.).
 - Notify Communications@sipeknekatik.ca of website updates
 - Other, as determined by Supervisor (e.g. order safety gear, supplies, etc.):
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Employee's first day or week

- Tour of work site - introduce to colleagues, show them lunch areas, photocopiers, etc.
 - provide org chart & employee directory.
 - Review job description and job expectations with new employee. (workplan).
 - Review OH&S Program and requirements specific to position.
 - Clarify Hours of Work (process for requesting time off, coffee & lunch breaks, etc.).
 - Review training requirements (e.g., First Aid, WHMIS, GHS, etc.).
 - Assign "buddy" employee(s) to answer general questions after first day.
 - Schedule follow-up 3-month check-in and probationary review.
 - Other, as determined by Supervisor (order business cards, supplies, list of key contacts etc.):
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*Note: Supervisors to modify this checklist to meet their Department's specific onboarding proces