**New Employee Checklist**

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| **First Things First** | **Initial** |
| * WELCOME YOUR EMPLOYEE WITH A SMILE AND A HANDSHAKE |  |
| * Location of break room/kitchen/washrooms/parking areas |  |
| * Location of emergency exits |  |
| * Introduce the business (provide a brief history of the business and your background) |  |
| * Outline their job responsibilities |  |

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| **Policies & Procedures** | **Initial** |
| * Hours of work/posting & preparation of work schedule/break/lunch schedule |  |
| * Payroll procedure/schedule |  |
| * Time clock procedure |  |
| * Attendance & punctuality |  |
| * Name and number of contact person if late or absent |  |
| * Vacation/day off/ sick leave policy |  |
| * Overtime pay policy |  |
| * Personal phone calls/emails/texts/social media & internet use policy/smoking policy |  |
| * Dress code policy |  |
| * Health & Safety/Privacy/Conflict of Interest/Code of Conduct policies, WHMIS |  |

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| **Administrative** | **Initial** |
| * Provide an emergency contact list/name and number of their immediate supervisor |  |
| * TD 1 Forms for payroll |  |
| * Get their direct deposit/payroll information |  |
| * Benefit package booklet |  |
| * Reporting of workplace injuries – WS&IB |  |
| * Ensure Worker Health & Safety Awareness training has been completed (OHSA regulation effective July 1, 2014) |  |
| * Provide keys/access codes/cell phone/computer/email address/phone number |  |
| * Procedure for remitting expense reports |  |
| * Location and procedures for obtaining office supplies |  |
| * Ask if they have any life threatening allergies and what to do if they have a reaction |  |
| * Ask who you should contact in case of emergency |  |

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| **Introductions & Tour** | **Initial** |
| * Provide a tour and introduce them to everybody along the way. |  |
| * End the tour and introductions with the person who is assigned to train them |  |

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Employee Signature/Confirmation Date