

Supervisors' Checklist for New Employee Orientation

Check when complete	Actions	Suggested Source(s)
TWO WEEKS PRIOR TO START DATE: SETTING THE STAGE		
	Book employee for self-service training (PeopleSoft, SAM) for earliest possible date as required.	Supervisor
ONE WEEK PRIOR TO START DATE: SETTING THE STAGE		
	<p>Contact the employee:</p> <ul style="list-style-type: none"> let them know you are looking forward to working with them. let them know the start time and location for their first day of work. inform out-of-town hires of useful community information websites. advise them of anything else they may need to know for their first day of work. let them know they will be provided with keys to the building/office/elevator if necessary and have the keys ready before the employee starts work advise the employee if they'll need building/door passcodes as necessary ask if they have any questions. 	Supervisor
	<p>Assign a colleague to assist with the new employee's orientation.</p> <ul style="list-style-type: none"> Colleague should provide an upbeat introduction to the workplace Colleague can afford the time and is knowledgeable about items they are providing guidance on 	Supervisor
	Advise employees in the immediate work unit of the new employee's name, role and start date.	Supervisor
	Prepare draft objectives for new employee's first three months.	Supervisor
	<p>Organize workstation for employee's first day by:</p> <ul style="list-style-type: none"> cleaning outdated items left by previous employee ensuring the following items are in place: <ul style="list-style-type: none"> desk; chair; telephone; computer; relevant manuals; pens; scissors; stapler; signage for door; etc. 	Administrative Assistant
	Email the TSC to connect employee to Microsoft Outlook; to ensure employee has access to drives; and to set up access to a printer.	Supervisor
	<p>Encourage employee to complete confidential, voluntary GNWT entry interview/survey.</p> <ul style="list-style-type: none"> Completing the survey within one month is recommended Contact Administration at entry_interview@gov.nt.ca or (867) 920-3235 to arrange an in-person interview or Click on "GNWT Entry Survey", under "Quick Links" on the HR website for the on-line version 	Supervisor
	Employee confirms benefits documentation session has been arranged with HR. In YK call Employee Benefits Documentation at 920-6916.	Employee
	Register the employee for the next GNWT Orientation session.	Supervisor

	If new hire is to have signing authority make arrangements with the departmental Finance division.	Supervisor
THE FIRST DAY: INTRODUCTION TO THE WORKPLACE		
	Email all staff and key partners announcing the employee's arrival and duties.	Supervisor
	Welcome the new employee upon their arrival and discuss the orientation that you have planned.	Supervisor
	Outline workplace guidelines: working hours; breaks; lunch; staff meetings; payday; PeopleSoft/Self-Service access (leave, absence and overtime reporting); duty travel/fieldwork; telephone and internet protocol; conflict of interest; code of conduct; dress guidelines; health and safety practices; emergency fire and evacuation procedures, reporting lines and approval process etc.	Supervisor
	Provide the employee with keys and pass codes for the office and building as necessary.	Supervisor
	Introduce the employee to immediate team members and key contacts. Tour the Department and meet colleagues.	Supervisor
	<ul style="list-style-type: none"> Review job description, duties and responsibilities (have HR's Management and Recruitment Services unit email a copy of relevant job description if none available). Review individual work plan (activities; timeline and outcomes) and learning plan. Provide job specific reading (including relevant websites). Lay out the work for the first few days or week. 	Supervisor
	Provide an orientation package that includes: <ul style="list-style-type: none"> Your department's Orientation Handbook (if applicable) Org. charts for the Department and division. New Employee Orientation Checklist Employee Resources Handout (if applicable) 	Supervisor & Colleague
	Provide office orientation: floor plan; storage; washrooms; photocopier; fax; internal/external mail drop off; supplies cabinet (and how to purchase additional supplies); first aid supplies; coffee area; recycling; emergency exit; fire safety procedures, parking etc.	Colleague
	If applicable, arrange for employee to get a GNWT ID card; EnRoute card; Visa; calling card; business cards and office keys. Explain procedures for after hours access. Provide door codes.	Supervisor & Colleague
	Ensure employee has provided Emergency Contact Information on PeopleSoft for access by management via their HR Contact.	Supervisor
	Assist the new employee with computer sign on; email; scanning; printers; voicemail; out of office replies for email & phone etc.	Colleague
	Ensure employee is listed in the GNWT telephone directory.	Supervisor
	Before the end of the day, confirm that the office, computer and voicemail have been set up and are functioning and that the employee has keys and passcodes as required.	Supervisor
THE FIRST WEEK: MORE ABOUT THE WORKPLACE		
	<ul style="list-style-type: none"> Explain electronic filing system ie. – G (personal); H (divisional); I (departmental); and J (GNWT wide) drives. Explain the manual/hard copy filing system. Inform employee about available ARCS/ORCS training. 	Colleague

	Ensure employee is aware of GNWT policies on Internet and Email usage found under "Policies, Guidelines, Agreements and Legislation" located in the left-hand column on the HR homepage.	Supervisor
	Establish a process for regularly meeting and ensuring the employee's information and learning needs are met. A weekly follow-up with time for feedback and questions is suggested.	Supervisor
	Before the end of the day, confirm that the office, computer and voicemail have been set up and are functioning and that the employee has keys and passcodes as required.	Supervisor
THE FIRST MONTH: FURTHER LEARNING		
	Support the employee in reviewing the Departmental Strategic Plan; your division's vision; mission; values; and any other relevant strategies or directives.	Colleague
	Support the employee in reviewing the unit's/division's history; structure; services; clients; functions; levels of authority; reporting relationships; and communication channels.	Colleague
	Review the standard formatting for briefing notes, letters and discussion papers.	Administrative Assistant
	Explain the on-going performance review and support process including the probationary period.	Supervisor
AFTER THE FIRST MONTH: FOLLOW-UP MEETING		
	Discuss job-related achievements, problems, questions or concerns.	Supervisor
	Review goals, objectives, work plan and learning plan for the next 3, 6 and 12 months.	Supervisor
<p>Remember that the first few days on the job can be stressful for the new employee as they are learning a significant amount of new information. Try to present procedures as clearly as possible and allow time for practice and questions.</p> <p>Check-in regularly with the new employee in order to help them feel welcome and to respond to any questions they may have.</p>		