

Orientation Checklist / Process

Manager/Team Leader:	
New Starter:	
Starting Date	
Position:	

Before the New Employee Arrives (well in advance of the start date)

- Notify everyone in your unit that a new person is starting and what the person's job will be
- Ask the other staff members to welcome the new employee and encourage their support
- Identify a staff member to act as an orientation partner for the first week
- Enrol the employee in New Employee Orientation
- Set up an e-mail account, phone and voice mail (if documents are complete)
- Send the new employee:
 - A welcome package, including information about the department
 - Parking information
 - Schedule for the first week
 - A position description
 - The phone number within his/her workspace
- Call the employee to discuss:
 - How pleased you are that he/she will be joining you
 - Whether the employee has a special working requirement
 - Any concerns that he/she might have
- Ensure your calendar had allocated time so your new employee has access to you during the first week
- Set up the employee's workstation (computer, phone, office supplies)
- Plan a meaningful work assignment for the first week

During the First Day

- Create a comfortable environment and remember not to overwhelm the employee
- Arrive before the new employee
- Give a warm welcome and discuss the plan for the first day
- Tour the employee's assigned work space
- Explain where rest rooms, refreshments, and break areas are located
- Complete any outstanding documents/forms (if needed)
- Arrange to have lunch with the new employee
- Tour the building and immediate area and introduce the new employee to other staff members
- Attend security to obtain ID card and access
- Introduce the new employee to the orientation partner (if appropriate)
- Review the department's organizational chart and explain where the new employee sits within the structure and reporting lines.
- Review your department's policies and procedures including:
 - Working hours, breaks, sick and annual leave
 - Reporting injuries or WHS issues
 - Telephone, e-mail, and Internet use
 - Office organization (files, supplies, etc.)
 - Staff meetings
 - Customer service philosophy (phone call response time, etc.)
 - Confidentiality – sign confidentiality declaration

During the First Week

- Ensure needed equipment is in place
- Review the week's activities
- Set up a brief meeting with the employee to review the first week's activities
- Discuss after-hours access to the department
- Review with the employee:
 - Office supplies use and ordering
 - Office equipment – Photocopier and fax location and use
 - WHS policy – Emergency procedures, First Aid, Incident reporting, etc.
 - How to use the WSLHD intranet to find resources

During the First - Three Months

- Within the First Month
 - Meet with employee to review:
 - Position description
 - Performance standards
 - Work rules
 - His/her concerns
 - Send employee to LHD Orientation Program (if not previously completed)
 - Request feedback from other employees about the new employee's performance
 - Schedule employee for required training
 - Schedule 3 month performance review
- At 3 Months
 - Complete 3 month performance review