



## Orientation Checklist

New employees are required to complete the onboarding check list as outlined in Section 5 – Recruitment Plan Policy.

Employee's Name: \_\_\_\_\_

Employee's Position: \_\_\_\_\_

Employee's Start Date: \_\_\_\_\_

Department: \_\_\_\_\_

Supervising Manager: \_\_\_\_\_

Orientation and Training Plan		
<i>Orientation Task</i>	<i>Date Completed</i>	<i>Comments</i>
Introduce new employee to fellow coworkers and give a tour of the facility, highlighting areas the employee will be using frequently.		
Ensure all required forms are filled out and submitted: <ul style="list-style-type: none"> <li>• Employee Information Form</li> <li>• Direct Deposit Form</li> <li>• Applicable Tax Forms</li> </ul>		
Provide the employee with a physical or electronic (email) copy of: <ul style="list-style-type: none"> <li>• Human Resources Policies and Procedures</li> <li>• Organizational Chart</li> <li>• Other policies and procedures specific to their position</li> </ul>		
Explain the payroll process and basic guideline for requesting time off, breaks, etc.		
Have employee complete mandatory training and file certificates in personnel file. <ul style="list-style-type: none"> <li>• Accessibility for Ontarians with Disabilities Act (AODA)</li> <li>• Workplace Hazardous Materials Information System (WHMIS)</li> <li>• Worker/Supervisor Health and Safety Awareness</li> <li>• Workplace Violence and Harassment</li> </ul>		

<i>Job Specific Training</i>	<i>Date Completed</i>	<i>Comments</i>

## Employee and Manager Acknowledgement

By signing below, you are acknowledging that all orientation and training procedures as set forth in this document have been completed.

*Employee Comments:*

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*Manager Comments:*

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<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>