

## MANAGER'S CHECKLIST: ORIENTATION FOR NEW EMPLOYEES

*Please note the above checklist is intended to be a guideline to assist managers with new employee orientation only and is not an all inclusive list. Dependant on the specific employee group and Department/Faculty requirements more or less steps may be necessary.*

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

<b>Before First Day</b>	
<input type="checkbox"/>	Prepare office/desk for arrival of new employee (e.g. computer, telephone, etc.) and any other materials and or information required.
<input type="checkbox"/>	Contact employee to confirm first day details such as where to meet.
<input type="checkbox"/>	Prepare a "First Week" Orientation agenda outlining various meetings and activities for the employee.
<input type="checkbox"/>	Determine what resource documents are required (department manuals/operating procedures, contact lists, system manuals, etc) and ensure copies are prepared in advance.
<input type="checkbox"/>	Send announcement to department staff of new employees start date, title, etc.
Human Resources (HR) will arrange an orientation session with the employee to review and gather: payroll documents, benefits (if applicable), pension or group RRSP (if applicable), where to go to register for parking, where to go for an ID badge, and general miscellaneous information. HR does not meet with all new employees so please contact your <a href="#">HR representative</a> to confirm if an orientation session will be conducted.	

<b>Getting Started</b>	
<input type="checkbox"/>	Forward access requests (e.g. email, MacID, etc) to UTS. <a href="http://www.mcmaster.ca/uts/appforms/index.html">http://www.mcmaster.ca/uts/appforms/index.html</a>
<input type="checkbox"/>	Greet employee and review/discuss the plans for the day. Allocate as much time as you can to orientate the employee.
<input type="checkbox"/>	Introduction to other employees and other key partners.
<input type="checkbox"/>	Tour the area and assigned work space, coffee or lunch rooms, classroom, other offices/areas, restrooms, office supplies, etc.
<input type="checkbox"/>	Provide information about the campus "neighborhood" services such as the pharmacy, post office, restaurants, ATM's, and bookstore.
<input type="checkbox"/>	Review Health and Safety Policy, Job Hazard Analysis and Training Requirements and set a deadline for when the required training is to be completed. <a href="http://www.workingatmcmaster.ca/eohss/index.php">http://www.workingatmcmaster.ca/eohss/index.php</a>
<input type="checkbox"/>	Overview of the department mission, structure and responsibilities.
<input type="checkbox"/>	Provide a copy of the department organization chart, and academic calendar.
<input type="checkbox"/>	Provide current organization phone and e-mail address lists. Use of Faculty and Staff online

	directory.
<input type="checkbox"/>	Provide contacts for Security Services, UTS, and HR.
<input type="checkbox"/>	Explain the role of the position and how it relates to other positions in the department/faculty/organization.
<input type="checkbox"/>	Discuss specific department/faculty work schedules, practices and procedures.
<input type="checkbox"/>	Explain work and performance expectations (i.e. objectives, standards, competencies).
<input type="checkbox"/>	Explain how performance and the probation period are managed.
<input type="checkbox"/>	Review /discuss work assignments and priorities.
<input type="checkbox"/>	Provide passwords, keys, access cards/use of alarms, voicemail access, add to the <a href="#">Faculty and Staff directory</a> , copier use, etc.
<input type="checkbox"/>	Inform of procedures and contact for ordering office supplies.
<input type="checkbox"/>	Review <i>Accessibility for Ontarians with Disabilities Act (AODA) Training Requirements</i> : <a href="http://www.mcmaster.ca/accessibility/">http://www.mcmaster.ca/accessibility/</a>
<input type="checkbox"/>	<b>Inform and encourage attendance for eligible new hires to the New Employee Orientation Program (NEO) offered through the Centre for Continuing Education:</b> <a href="http://www.workingatmcmaster.ca/neo/index.php">http://www.workingatmcmaster.ca/neo/index.php</a>
<input type="checkbox"/>	For management positions, inform new hires of the New Manager's Orientation Program (NMOP) offered through the Centre for Continuing Education: <a href="http://www.workingatmcmaster.ca/nmop/index.php">http://www.workingatmcmaster.ca/nmop/index.php</a>
<input type="checkbox"/>	Review leave, vacation, list of statutory holidays, illness and other personal leave policies.
<input type="checkbox"/>	Inform of applicable University and Human Resources Policies such as computer usage, conflict resolution, anti discrimination, etc.
<input type="checkbox"/>	Review the first week schedule of events (tasks & training) and schedule regular meetings for the next few weeks/months.
<input type="checkbox"/>	Allow unscheduled time for the employee to organize work area, set up voice mail, complete forms and read material provided.
<input type="checkbox"/>	Ensure you "check-in" with the employee to see how the first day went.

<b>Website Resources</b>
HR Information and Policies <a href="http://www.workingatmcmaster.ca/index.php">http://www.workingatmcmaster.ca/index.php</a>
McMaster University website at <a href="http://www.mcmaster.ca/home.cfm">http://www.mcmaster.ca/home.cfm</a>
Daily News website at <a href="http://dailynews.mcmaster.ca">http://dailynews.mcmaster.ca</a>
Employee Career Services <a href="http://employeecareers.mcmaster.ca/">http://employeecareers.mcmaster.ca/</a>
Ask McMaster <a href="http://mcmasteru.intelliresponse.com/workingatmcmaster/index.jsp">http://mcmasteru.intelliresponse.com/workingatmcmaster/index.jsp</a>

Comments/Notes \_\_\_\_\_

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