



Employee Onboarding Supervisor/Designate Checklist

Employee Name:		Employee Start Date:	
Position Title:		Location:	
Task ID	Task Description	Complete or N/A	
Prior to Employee Start			
PS1	E-mail employee a copy of Welcome Letter filled in with site specific details such as: when to report on first day, where to report, parking regulations, dress code, contact information, and site amenities		
PS2	Book time in calendar to meet employee on their first day. Schedule end of first week and first month check-ins.		
PS3	Identify a mentor and colleagues who can provide support		
PS4	Identify an office/workstation and assess it has necessary furniture and equipment required for position		
PS5	Submit a Footprint to IT if a computer or related equipment is required		
PS6	Submit a Footprint to Business Solutions if PeopleSoft access beyond general employee access is required		
PS7	Arrange to have employee office/workstation cleaned		
PS8	Identify any accessibility requirements and create a plan to accommodate		
PS9	Inform co-workers about new hire starting		
PS10	Prepare materials employee may need for their first day such as: course materials and schedule (if applicable), welcome kit, and OHS checklist		
Employee First Day			
FD1	Meet with Supervisor		
FD2	Confirm all hiring documents have been completed and submitted to HR		
FD3	Provide welcome kit and other first day materials		
FD4	Have employee sign for and obtain keys and/or other assets		
FD5	Obtain parking permit if necessary		
FD6	Obtain Employee ID or inform how to acquire		
FD7	Provide tour of facility, introduce to colleagues, begin OHS checklist, and discuss emergency response procedures		

FD8	Inspect office/workstation and obtain office supplies	
FD9	Confirm employee can log in to computer and access E-mail	
FD10	Provide link to Virtual Intranet Portal (VIP) Sharepoint: https://vip.cna.nl.ca/default.aspx	
FD11	Provide copy of Position Description (if available). Discuss position responsibilities, operational requirements, and provide information about breaks, lunch, wellness hour	
Employee First Week		
FW1	Make e-mail connection with relevant provincial Manager/Director/School	
FW2	If instructor, make e-mail connection with Centre for Teaching and Learning Innovation (CTLI) CTLI@cna.nl.ca	
FW3	Submit completed OHS checklist and training certificate to OHS@cna.nl.ca	
FW4	Add employee to relevant Microsoft (MS) Teams (i.e., Campus-based MS Team, Department-based, Quality Board Huddle, etc..)	
FW5	Ensure employee registered for next available Virtual Onboarding Session	
FW6	Confirm employee can log in to PeopleSoft and provide brief tour of key functions such as requesting absences and viewing pay stubs	
FW7	Employee reviews and submits Conflict of Interest form in Peoplesoft	
FW8	Show employee the Footprints system for submitting a technical support request	
FW9	Identify on-the-job training needs and develop training plan	
FW10	End of first week check-in to see how employee is adjusting and if they have any questions or concerns	
Employee First Month		
FM1	Employee attends Virtual Onboarding Session with support functions such as Human Resources, Finance, and Information Technology	
FM2	Employee completes online Cybersecurity Awareness Training - ITSAFE	
FM3	Mentor connects weekly and monitors progress on training plan	
FM4	End of first month check-in following up from first week	
Employee First Six Months		
FS1	Discuss employee progress, performance, and needs at intervals aligning with probationary period. Suggested three and six months for non-faculty. End of each semester for faculty.	
FS2	Discuss Continuous Learning process and potential options. Employee develops and submits a Continuous Learning Plan.	