

Template 9: Sample New Employee Onboarding Checklist

The supervisor is required to complete the following checklist for all new hires. Once the checklist has been completed, it should be placed in the employee's personal file.

Before the employee starts, ensure you have received the following for the employee's file:

- ☐ Letter of Offer/Employment Contract (signed by both parties)
- ☐ Social Insurance Number
- ☐ Work Permit (if applicable)
- ☐ Driver's License (if applicable)
- ☐ Completed Certificate of Conduct and Vulnerable Sector Check (if applicable)
- ☐ Copies of diplomas/degrees/certificates
- ☐ Banking information
- ☐ Credit Check (if applicable)
- ☐ Personal Contact Information
- ☐ Emergency Contact Information

The day the employee starts, provide the following:

- ☐ Tour of work area
- ☐ Introduction to supervisor and coworkers
- ☐ Orientation to the organization
- ☐ Computer or laptop (if applicable) with necessary software loaded
- ☐ Cell phone (if applicable)
- ☐ Access codes, keys, and system log in information
- ☐ Assign a peer mentor or buddy and ensure employee has someone to have lunch with
- ☐ Let other employees know employee has started
- ☐ List of required training and details on how to access it
- ☐ Overview of workspace including printing, meeting areas etc.

After first day and week:

- ☐ Do informal check-ins regularly with the employee, including asking them how things are going and if they have suggestions
- ☐ Set up a 30/60/90-day formal check in plan
- ☐ Do probationary review at 3 or 6 months
- ☐ Introduce the employee to the annual performance review process, employee and career development opportunities

Provide the following to the employee before they start work and get back signed copies before or as they start work:

- ☐ Copy of job description
- ☐ Employee Handbook
- ☐ Tax Forms
- ☐ Group Insurance Information and Enrollment Forms (if applicable)
- ☐ Employee Code of Conduct and other Human Resources Policies