

**NORTHERN LIGHTS COLLEGE  
NEW REGULAR EMPLOYEE ORIENTATION CHECKLIST**

*Note: All appropriate information should be discussed with each new employee.*

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

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**1. Before The Employee Arrives:**

- Letter of appointment specifying start date, wage, terms of employment, job title and who to report to on the first day. (**Human Resources**)
- Include forms required immediately for employee benefits, income tax, etc. (**Human Resources**)
- Notify everyone in the organization that a new person is starting and what the person's job will be. Ask employees to welcome the new employee and encourage their support. (**Immediate Supervisor**)
- Ask a fellow employee to be available for day to day information for the first month or so. (**Immediate Supervisor**)
- Plan Orientation for new employee including (**Immediate Supervisor and/or fellow employee. Specify who: \_\_\_\_\_**):
  - Welcome letter from the department with:
    - directions on how to get to the new office
    - parking information
    - schedule of first week
    - review organization and provide short overview of information about the department/college
- Arrange for (**Immediate Supervisor**):
  - office space
  - computer
  - telephone
  - keys
  - email account (**Payroll**)
- If employee is transferring to new community provide (**Campus to Provide**):
  - community magazine
  - notify welcome wagon
  - recreation information
  - list of daycares
- Ensure reception is informed that the new employee is expected and where the new person should be directed. (**Immediate Supervisor**)

When this checklist is completed, please sign and return to Human Resources:

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Signature: \_\_\_\_\_

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**2. Employee's First Day:**

- Give a warm welcome & discuss the plan for the first day. (**Immediate Supervisor**)
- Tour building and immediate area and introduce the new employee to other staff. (**Immediate Supervisor or fellow employee**)
- Provide a tour of the work area, explaining where to find (**Supervisor or fellow employee**):
  - restrooms
  - refreshments
  - break areas
  - supplies
- Provide required keys. (**Immediate Supervisor**)
- Arrange to have lunch with new employee. (**Immediate Supervisor**)
- Review job description or instructional duties. (**Immediate Supervisor**)
- Review college policies and procedures including (**Supervisor or fellow employee**):
  - safety (*see safety checklist*)
  - working hours
  - office organization (files, supplies, directories, staff lists)
  - staff meetings
  - confidentiality
  - code of ethics, harassment policies, location of policy manual and expectation for employee to be familiar with the manual
  - expense codes
  - availability of forms
- Provide training on telephone, email, internet, fax, printers, photocopy equipment, and mail/courier systems. (**Supervisor assign college employee**)

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**3. Within Employee's First Week**

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- Communicate information about college benefits and collective agreements. (**Direct to website first, Benefits or Human Resources for questions later**)
- Tour home campus. (**Supervisor or fellow employee**)
- Review vacation/sick/personal leave policies. (**Supervisor or fellow employee**)
- Review employee's work area to ensure the equipment is in place and accounts for email, voicemail, etc. are operational. (**Supervisor or fellow employee**)
- Determine if employee needs to set up a meeting to review job needs or discuss any questions the employee may have. (**Supervisor**)
- Determine after hour or weekend needs for employee to access the office or campus buildings. Communicate to security or appropriate staff member. (**Supervisor**)
- Familiarize with procedures around reserving classroom(s), meeting room(s), college vehicles, or equipment. (**Supervisor assign fellow employee**)

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**4. Within 1 to 3 Months of Employee Starting:**

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- Review job description or instructional duties. (**Supervisor**)
- Ask employee if s/he needs help, further clarification, in any areas. (**Supervisor**)
- Schedule (in)formal performance review. (**Supervisor**)
- Whenever possible arrange a campus tour for employee to meet colleagues at other centres/campuses/regional. (**Supervisor or fellow employee**)

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**5. Within 6 to 12 Months of Employee Starting:**

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Schedule performance review. (**Supervisor**)

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Signature: \_\_\_\_\_