

NORTHERN LIGHTS COLLEGE
NEW TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

Note: Contracts under three months – complete pages 1 to 4. Contracts over six months – complete all pages.

Employee's Name: _____ Start Date: _____

Job Title: _____ Supervisor: _____

1. Before The Employee Arrives:

- Complete a Temporary Contract including dates, wage, job title, etc. (**Supervisor**)
- Advise individual who and where to report to on the first day. (**Supervisor**)
- Include payroll forms required for employee: income tax, time sheets, bank deposits, etc. (**Human Resources or Payroll**)
- Notify necessary people 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**)
- Determine after hour or weekend needs for employee to access office or campus buildings. Communicate to security or appropriate staff member. (**Immediate Supervisor**)
- Plan Orientation for new employee including (**Immediate Supervisor and/or fellow employee. Specify who: _____**):
 - Welcome letter from the campus with:
 - directions on how to get to the new office
 - parking information
 - schedule
 - review organization and provide short overview of information about the department/college
- Arrange for (**Immediate Supervisor**):
 - office space (if necessary)
 - computer (if necessary)
 - telephone (if necessary)
 - keys (if necessary)
 - introduce employee to Union Steward
 - 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 a temporary 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:

Date: _____ New Employee: _____
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 (this may not apply to evening employees). (**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

- Review vacation pay. (**Supervisor**)
- Explain procedures expected in the event of illness or other personal leave requirements.
- Review employee's work area to ensure the equipment is in place and accounts for email, voicemail, etc. are operational. (**Supervisor or fellow employee**)
- See checklist on first day and offer to review again. (**Supervisor**)
- Determine if employee needs to set up a meeting to review job needs, or any questions the employee may have. (**Supervisor**)
- Determine if after hour or weekend needs for employee to access office or campus buildings are working. 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:

- 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:

Schedule performance review. (Supervisor)

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Signature: _____