ORIENTATION CHECKLIST

☐ Big Picture Overview - A "big picture" overview of the University's culture, mission, organizational structure, client groups and competitors. More detailed information can be presented in later sessions.

☐ Job Fact Sheet - A copy of job fact sheet/job description and information on how the new employee's position fits into the organizational structure, departmental policies and practices, departmental documentation and/or reporting requirements, copies of relevant organizational charts

☐ Direct Reports - Copies of job fact sheets for all positions reporting to new hire and information about the employee groups or bargaining units to which they belong.

☐ Colleagues - Introductions to staff members with whom the new hire will work most closely as well as other staff in the unit as well as a campus tour.

☐ Compensation and Benefits - Facts about compensation and benefits from group insurance benefits to vacation and other university policies.

☐ Finance – Department and/or unit budget, financial reports, signing authority, purchasing and finance department contacts.

☐ University policies – Provide new hire with Human resource policies, collective agreements, Human Rights policy, privacy legislation, employment equity survey for completion, acceptable use policy, campus security information and emergency plan/response/notification procedures.

☐ Housekeeping - Explanation of technical and administrative resources such as computers, fax machines, copiers, voice mail, e-mail and other tools necessary for being productive.

☐ Logistics - Logistical information about the working environment, facilities, amenities, building security, keys, ID cards and anything else that will be needed immediately.

☐ Internal/External Contacts - Provide a list of names and job titles of key contacts your new hire will likely need to access in performing their job. Make recommendations as to which of these your new hire may wish to meet with early on.

☐ Health and Safety – Health and Safety processes and policies, health and safety committee structure, identify any required health and safety training and/or orientation, specific health and safety responsibilities, environmental health & safety contacts, the building evacuation plan, occupational health and occupational health contacts.
Employee Risk Assessment – Contact Occupational Health and Wellness to set up an appointment for the new employee to attend an Employee Risk Assessment to ensure that there are no workplace factors that could injure the employee and that the employee’s health is compatible with the demands of the position.

AODA Training – Sign-up new hire for a series of e-learning modules to orient University staff, faculty and service providers on the AODA requirements. The first module, based on the Customer Service Standard is available. This e-learning module is complemented by face-to-face orientation for some service providers, particularly those who provide extensive services to our constituents.

Career Growth - Information about training, mentoring, learning & development and other University programs that provide opportunities for career growth and development.