DAY 1 NEW HIRE CHECKLIST FOR THE SUPERVISOR

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| --- | --- | --- | --- |
| **New Employee Demographics** | | | |
| **Employee ID #** | Click or tap here to enter text. | **Position #** | Click or tap here to enter text. |
| **First Name** | Click or tap here to enter text. | **Department** | Click or tap here to enter text. |
| **Last Name** | Click or tap here to enter text. | **Division** | Click or tap here to enter text. |
| **Middle Initial** | Click or tap here to enter text. | **Location** | Click or tap here to enter text. |
| **Start Date** | Click or tap here to enter text. | **Direct Supervisor** | Click or tap here to enter text. |

***Welcoming Your New Employee***

***Please return a signed copy to your Employee Services Assistant within two weeks of your new employee’s start date***

**Supervisor (or designate) to personally welcome new employee**

Greet your new employee and provide tour of facility and workspace

Introduce the new employee to their coworkers and the team member who will assist in mentoring

Meet with the new employee to provide an outline of onboarding, upcoming training/meetings, provide a job description or PQ to the employee

Discuss the mission/mandate of the department/division, HPEI values and how the employee’s role aligns and contributes

Review the Organization Charts and describe the structure and flow of information through the relevant areas

Discuss individual preferences for communication i.e. phone call/text vs email etc.

Site tour with new employee, common areas such as bathroom, lunch room, supplies storage, introduce to their new work space

**Familiarize your new employee with:**

Pay-related information, including pay cycles, basic pension and benefits information and contact information for your department’s ESA

[www.peipspp.ca/portal](http://www.peipspp.ca/portal)

<https://www.mybenefitplan.ca/groupPSGIP/misc_contacts.aspx?sectionLink_0>

Collective Agreement/Contract access and union representative for your area

[Collective Agreements | Health PEI | Staff Resource Centre](https://src.healthpei.ca/collective-agreements) Location of office supplies, printer, washrooms, lunchroom, fire exits & extinguisher, first aid kit

Provide employee with their login credentials, ensure they are functioning as designed.

IT applications and resources commonly used within the department/division i.e. shared network drives, Microsoft Office 365, Staff Resource Centre, ITSS Support contact #

<https://src.healthpei.ca/>

Employee Assistance Program contact information and available services

<https://psc.gpei.ca/employee-assistance-program>

Training and Development opportunities

<https://src.healthpei.ca/development-and-training-funds>

Privacy and Protection of Personal Information

OH&S Protocols, first aid station, emergency exits, etc

**Review employment agreements and performance expectations**

Review Job Description/PQ and discuss the responsibilities and expectations of the role.

Review ITSS Acceptable Use Policy, Confidentiality Policy and have them sign in your presence.

Communicate security expectations for devices.

Review the probationary period (per applicable collective agreement) and outline the assessment process

Discuss attendance and punctuality expectations. Include hours of work (including meal breaks), leave requests, reporting absence

Discuss overtime submissions and pre-approval requirement

Protocol for purchase requests, submitting expenses

**Review Human Resources Policies and Procedures and ensure employee understands and has signed off**

Attendance Management

Code of Conduct

Criminal Records Check Policy

Employee Performance and Development Policy

Equity and Diversity Policy

Footwear Policy

Personnel Wireless Communication Device Policy

Respiratory Illness Immunization and Management Policy

Social Media

Work Guide and Policy

Working Alone Policy

**Employee’s signature**

**Supervisor’s signature**

**Please return a signed copy to your Employee Services Assistant within two weeks of your new employee’s start date.**