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**

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