

## Onboarding Checklist

Employee Name		Start Date	
Department		Supervisor	

Task	Timeline	Date Completed
New hire forms are completed <ul style="list-style-type: none"> <li>○ Criminal Record Check</li> <li>○ Emergency Contacts</li> <li>○ Benefit Enrollment</li> <li>○ Provincial and Federal Income tax forms</li> <li>○ Direct Deposit Form</li> <li>○ Signed Offer Letter</li> </ul>	To be completed before start date	
Meet with employee and do introductions with team members	Start date	
Review Items <ul style="list-style-type: none"> <li>○ Company overview</li> <li>○ Values</li> <li>○ Mission statement</li> <li>○ Company policies</li> <li>○ How to submit a timesheet/clock-in/clock-out</li> <li>○ Requesting time off</li> <li>○ Emergency Contacts</li> <li>○ Company benefits and resources</li> <li>○ Staff meetings</li> </ul>	First 1-2 weeks	
Review and explain training schedule	First week	
Connect with employee <ul style="list-style-type: none"> <li>○ Address any concerns and answer questions</li> <li>○ Set goals</li> </ul>	First month and on a regular basis	
Performance reviews	Once or twice per year	
Explore and Foster Growth <ul style="list-style-type: none"> <li>○ Review further development opportunities including promotions, further certifications, job shadowing, etc.</li> </ul>	End of first year or as needed	

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Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

