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Onboarding: New employee

Any role

Before day one

- ☐ Send the offer letter and get it signed
- ☐ Collect the federal TD1 and the provincial TD1 form
- ☐ Record their Social Insurance Number and store it securely
- ☐ Set up direct deposit
- ☐ Add them to payroll and the schedule
- ☐ Get their workspace, uniform, keys or accounts ready
- ☐ Tell the team who's starting and when

Day one

- ☐ Welcome and introductions
- ☐ Tour: breaks, washrooms, exits, first aid kit and fire extinguishers
- ☐ Health and safety orientation: hazards, their rights, and how to report
- ☐ WHMIS training if they'll handle hazardous products
- ☐ Walk through their duties and the first-week plan
- ☐ Go over key policies: hours, breaks, time off, phones
- ☐ Emergency contact on file

First week

- ☐ Pair them with an experienced coworker
- ☐ Check in at the end of the first week

First 90 days

- ☐ 30-day check-in
- ☐ 60-day check-in
- ☐ Probation review before it ends