Department Checklist for New Employees

This is a reference guide for supervisors/managers to use for orientating a new employee.

*HR does not require a copy of this form.*

Job Duties & Responsibilities

- Position description, duties & general priorities
- Specific training to be provided by whom & when
- Procedures manual
- Probationary period/assessment
- General training opportunities
- Performance
- Development Plan

Departmental Policies & Procedures

- Role of department within organization
- Department philosophy/objectives
- Accident reporting
- University Policies
- Confidentiality - Freedom of Information & Protection of Privacy Act
- Occupational Health & Safety Issues
- Department organizational structure & reporting relationships

Department Information

- Add to department mail-lists
- Telephone system
- Computer system
- Functions/events
- Mail delivery/pick-up
- Equipment & supplies
- Housekeeping
- Work station
- IT Tickets
- Facilities Requests
- Submit any system access requests
- Introduction to colleagues & orientation partner, if applicable

Work Schedule

- Regular/Overtime working hours
- Lunch & breaks
- Pay Dates (bi-weekly)
- Reporting of hours & absences
- Illness claim forms/medical certificates
- Peak Periods
- Vacation Requests
- General Holidays

Facilities

- Tour
- Washrooms
- Parking
- Keys
- Security
- Lunch Room
- Emergency Exits & Procedures
- First Aid

Human Resources

- Website (New Employees)
- SFU Snap
- SFU Directory
- myInfo