

## MANAGER CHECKLIST FOR NEW EMPLOYEES

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Position: \_\_\_\_\_

Manager: \_\_\_\_\_

A #: \_\_\_\_\_

Employee Contact Number: \_\_\_\_\_

Union (if applicable): \_\_\_\_\_

### PRIOR TO EMPLOYEE'S FIRST DAY

<input type="checkbox"/> Contact the New Employee to officially welcome them to Saint Mary's University, after receiving signed offer letter
<input type="checkbox"/> Review the Flexible Workplace options for this role with the New Employee
<input type="checkbox"/> Provide employee with their A number (contact <a href="mailto:HR@smu.ca">HR@smu.ca</a> ) with instructions on how to <a href="#">Activate</a>
<input type="checkbox"/> Clarify what time you expect them to arrive and where they should arrive on their first day
<input type="checkbox"/> Send an announcement (via email) to the department announcing the new employee, job title and start date
<input type="checkbox"/> Prepare workspace and provide necessary equipment and supplies (i.e. supplies, <a href="#">keys</a> , <a href="#">EIT access</a> )
<input type="checkbox"/> Plan the employee's first assignment/project so they are set up for early success

### EMPLOYEE'S FIRST DAY

<input type="checkbox"/> Welcome and greet the new employee at the pre-determined time and location
<input type="checkbox"/> Introduce the new employee to co-workers and tour the University
<input type="checkbox"/> Review <a href="#">Employee Onboarding website</a> including the <a href="#">Flexible Workplace Program</a>

### INTRODUCTION TO UNIVERSITY AND DEPARTMENT

<input type="checkbox"/> <a href="#">About Saint Mary's University</a>
<input type="checkbox"/> <a href="#">University Website</a>

### INTRODUCTION TO THE JOB

<input type="checkbox"/> Review general information, as applicable.
<input type="checkbox"/> Office/Desk
<input type="checkbox"/> Keys/Access/Security
<input type="checkbox"/> ID Badges and <a href="#">parking</a>

<input type="checkbox"/> Staff List
<input type="checkbox"/> Mail
<input type="checkbox"/> <a href="#">Purchase card</a> (if applicable)
<input type="checkbox"/> Clearly communicate job responsibilities and expectations – review job description and discuss probationary period

## COMPUTERS AND TELEPHONE

Computer access and review:
<input type="checkbox"/> Email and Calendar
<input type="checkbox"/> Shared Drive
<input type="checkbox"/> <a href="#">Self Service</a>
Telephone access and review:
<input type="checkbox"/> <a href="#">How to set up voicemail</a>
<input type="checkbox"/> <a href="#">How to use telephone system through MS Teams</a>
<input type="checkbox"/> <a href="#">SMU Phone Directory</a>

## EMPLOYEE'S FIRST WEEK

### SAFETY AND EMERGENCY PROCEDURES

<input type="checkbox"/> Review Safety <a href="#">policies and procedures</a>
<input type="checkbox"/> <a href="#">Violence in the Workplace: Prevention and Response Policy and Plan</a>
<input type="checkbox"/> <a href="#">Sexual Violence and Harassment Policy</a>
<input type="checkbox"/> <a href="#">Occupational Health &amp; Safety Website</a> and <a href="#">Resources</a>
<input type="checkbox"/> <a href="#">Saint Mary's University Occupational Health and Safety Booklet</a>
<input type="checkbox"/> Workers' Compensation Board (WCB) Process & Procedures, if applicable Review <a href="#">Emergency Management policy</a>
<input type="checkbox"/> <a href="#">University Safety Policy</a>
<input type="checkbox"/> Department Plan
<input type="checkbox"/> Videos and Brochures

## EMPLOYEE'S FIRST MONTH

<input type="checkbox"/> Meet with new employee to complete a probation review
<input type="checkbox"/> Discuss the employee's performance to date
<input type="checkbox"/> Recognize good performance/achievements
<input type="checkbox"/> Review attendance/absences
<input type="checkbox"/> Explore problems/concerns employee may have
<input type="checkbox"/> Provide support and guidance
<input type="checkbox"/> Identify aspects for improvement

### Resources for Managers

Human Resources	TEL 902-420-5564	FAX 902-496-8116
Payroll	TEL 902-420-5471	FAX 902-496-8116