



Corporate Onboarding Checklist for New Employees

My key contacts and information

My work phone #:

My supervisor:

My work email address:

My office manager/admin support:

My office address:

My orientation buddy:

My IDIR:

IT support (77000 Service Desk): 250 387-7000

My computer asset #:

HR support (MyHR): 1 877 277-0772

Welcome.

We're glad you're here. The [Corporate Onboarding website](#) is where you'll find everything you need to know to start your Public Service career on the right foot.

During [your first week](#), your supervisor will give you an orientation to your workplace and introduce you to some colleagues. Most of your orientation will be specific to your organization and role. The following is a condensed list of tasks every employee should complete in order to get properly setup.

THE FIRST WEEK

When You Start: Instructions to get you set up for work

- Log in to your workstation with your IDIR id and change your password
- [Validate](#) your IDIR on your second day of work
- Make sure your contact information is accurate in the
 - Global Address List (GAL): [My Service Centre](#)
 - Provincial Government Directory: [Employee Self-Update](#)
 - Outlook email – add a profile picture: [Summer.gov.bc.ca](#)
 - Emergency contact information: [Employee Self-Service](#)
- Finish some essential paperwork and submit to [AskMyHR](#)
 - [CRA forms: TD1, TD1BC or TD1-IN](#)
 - [Payroll Direct Deposit Authorization](#)
 - [Personal and Emergency Contact Information](#)
- Choose your benefits options
 - [Benefits for Bargaining Unit Employees](#)
 - [Benefits for Excluded Employees](#)
- Authorize payment of your union dues, if appropriate
 - [BCGEU or PEA](#)
 - [BCNU or UPN](#)
- Read and sign the [Standards of Conduct Acknowledgement](#)

In addition to the paperwork above, your supervisor will also go over the many employee programs available including extended health benefits, leave and time off, flexible schedules and mobile work options. You'll also hear about your probationary period and staying safe in the workplace.



As you move [beyond your first week](#) a key focus will be learning about the employee experience and the culture of our organization. Policies on ethics, values, diversity and inclusion, our Corporate Plan Where Ideas Work, and using social media help to guide us in our work. Must-do's for the first month are listed below to help you stay on track.

THE FIRST MONTH

Sign up for mandatory sessions and training

- Schedule your [Oath of Employment](#)
- Sign up for mandatory training through the [Learning Centre](#):
 - IM 117 Information Management: Access, Information Security, Privacy and Records Management
 - Diversity and Inclusion Essentials
 - Fraud Awareness and Prevention
- Agree to follow the [Appropriate Use Policy](#) by signing the [Appropriate Use of Government Information and Government Information Technology \(IM/IT\) Agreement](#)

At the [three month mark](#) your learning continues, but by now you should have completed the following essential tasks.

THE FIRST 3 MONTHS

Take your Oath of Employment

- Take your Oath of Employment:
 - [Attend a virtual session](#) or
 - Visit your local [ServiceBC centre](#)
- Take the [New Job Survey](#)