Corporate Onboarding Supervisor Checklist

Details to help your employee’s first day be a success

- **Contact your new employee** once they’ve received their job offer letter to congratulate them on being selected. Answer any questions they may have about security screening and let them know what to expect on their first day.

- **Enter their personal data** (SIN and birth date) along with requisition number through your AskMyHR service request.

- **Submit a facilities request** for a desk, chair, or any other office furniture that’s needed. Check to see if your ministry has a facilities coordinator to help with this.

- **Arrange for appropriate technology tools:**
  - IDIR
  - Computer and software
  - Phone
  - Printer key fob
  - Building pass
  - Systems access (e.g., LAN, SharePoint, etc.)

Contact your division iStore representative (if applicable) or follow instructions in the OCIO My Service Centre Rates and Lead Times.

- **Request the following** (if applicable):
  - Financial Authority
  - MasterCard
  - Petty cash
  - Business cards
  - Digital signature

Get the workplace ready

- **Announce your new hire to staff.** Try to share a short bio to help people know a bit about them. Let reception know when they'll arrive.

- **Assign a “buddy”** to meet the new employee when they arrive, walk them through orientation tasks and be available to answer questions.

- **Update communication materials** (e.g., phone list, vacation calendar, org charts). Also, send a request to your Telephone Directory Administrator to add the new employee to the government directory.

- **Prepare orientation material** specific to your workplace or ministry. Schedule a safety orientation tour with your safety or deputy warden.

- **Prepare a schedule for the first day/week.** Set up job shadowing or on-the-job training sessions with staff.

- **Create a guide** with details about how your team functions or key processes the new employee will be involved in.

If your employee is transferring from another ministry, make sure their supervisor completes the Employee Exit Checklist and approves their data transfer.
Help your new employee get settled in

**View your new employee’s number in PeopleSoft:** Go to the main menu, select Manager Self Service > Job & Personal Information > Manager Selection.

**Request access to your employee:** My Time & Pay > Forms > Access Request. On step two, enter your employee number.

**Set-up your employee’s schedule:** My Time & Pay > Forms > Schedule Request. On step two, enter your new employee’s employee number. This form can only be submitted on or after the employee’s first day of work.

**Schedule time to meet together:** at the start and end of their first day is best, to:
- Define and clarify work assignments, roles and expectations - for the first month, focus on the top five tasks to complete
- Discuss the Standards of Conduct, payroll and benefits, work schedules and mandatory training
- Show them how to submit an AskMyHR service request
- Give plenty of opportunities for the employee to ask questions

**Make sure that they have:**
- A building pass and office keys
- A laptop or computer, printer key fob and a phone
- Access to software or systems
- Business cards and office supplies

**Show them around the building** so that they can find things like the bathroom, kitchen, parking or bike lockers.

**Complete a mandatory health and safety orientation.** Follow the steps outlined on the New Employee Health & Safety Orientation Checklist.

**Make introductions** to the people that the new employee will be working with.

**Make workplace resources and information available:**
- Share info about office culture like casual Fridays, workplace etiquette, etc.,
- Provide key contact information
- Discuss team lingo and terminology
- Send invitations to regular meetings
- Show them how to use group chat tools

**Give your new hire time to log in with their IDIR.** On their second day of work, new employees also need to validate their IDIR. If there’s any problems getting their IDIR to work, direct them to My Service Centre for support.

**Share info** about websites they should check out.

**Help them map network printers or drives.** If necessary, provide contact information for someone in your ministry who can help with this task.

**Encourage them to get comfy and check ergonomics.** They should complete an ergo self-assessment and report any issues to you.

**Provide a list of mandatory documents and tasks** that need to be completed.
Show off our culture

Keep reinforcing BC Public Service culture and values, along with your ministry’s mandate, vision, mission, and corporate plan.

Within the first three months, make sure they take the Oath of Employment and encourage them to attend a Welcome to the BC Public Service Session. You should also encourage them to:

- Sign up for optional training
- Learn about Using Ideas at Work
- Explore career development opportunities

Check in with new staff regularly to see how their transition is going. Try to identify issues or concerns as soon as possible.

- Access tools and resources to help you support a respectful workplace, even if it means having difficult conversations
- Manage relationships with employees by clearly communicating expectations and following up when they’re not met

Complete the first performance review. As part of the performance review, create an environment to have open dialogue and provide honest feedback. Talk about career goals and values.

Review the probation plan. During probation, provide regular feedback to the employee on their progress. Discuss and resolve any concerns quickly. Schedule a three-month check-in meeting and a final review at the end of six months.

Submit a letter once a new employee’s probation is complete through AskMyHR: Select My Team/Organization > Employee & Labour Relations > Employee Personnel File.

- Completion of Probation Letter
- Completion of Probation & Pay Increase Letter - Excluded