

New Employee Orientation Checklist - Appendix 335B

Completed first week – (sent to Human Resources Office)

Note: for parish only a copy of 1, 2 & 3 sent to Human Resources is required

- 1. Signed original Contract for Employment
- 2. Employee Information Form
- 3. Orientation Checklist
- 4. Police information check (PIC)
- 5. Signed Code of Ethics & Accountability
- 6. Tax Forms – TD1, TD1AB
- 7. CPP election form – CPT30 (if age 65-70 and want to stop contributing)

Introduction to Staff and Location

- Staff announcement – during tour and posted
- Department/work area/office review
 - Parking and/or map of location

Training & Safety

- Facilities emergency contacts
- Fire & evacuation procedures
- Injury reporting
- Building security keys/security code & access to building after hours
- Abuse Prevention training (workshop) review*
**Note: (Not allowed to work in any “high risk” activity without 100% supervision until workshop is complete and the workshop must be completed within the first 2 months)*

Introduction to Position

- Position description review (Orientation to position, duties, expectations)
- Attendance reporting (Vacation, Sick, Overtime, Time sheets, Payday)
- Archdiocesan website
 - Home page – www.caedm.ca
 - Policies & Procedures (specific review of Human Resources Section 300)

- Computer email, phone, work cell phone
- Facilities contact (PAO)

ITHelpdesk@caedm.ca
Facilities.helpdesk@caedm.ca

Other

- Mass Times
- Benefits forms

Name of
Employee _____

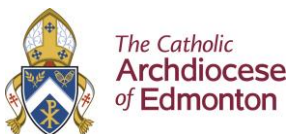
Signature _____

Date (dd/mmm/yy) _____

Name of
Supervisor _____

Signature _____

Date (dd/mmm/yy) _____



Instructions for Using the Orientation Checklist

The orientation checklist is meant to ensure a new employee has been provided the necessary documents, information and support to be able to carry out his/her role.

The supervisor ensures all the items listed have been addressed with completed paperwork sent back to Human Resources no later than the end of the first week of employment.

- The supervisor is to review the orientation checklist at the time the successful candidate accepts the offer of employment.
- The supervisor may delegate some of the tasks, however the supervisor is responsible to ensure the orientation has been completed.
- While each location may have orientation support, the Human Resources Manager can also provide guidance.