

## **New Employee Orientation Checklist**

The Human Resources orientation program at Ontario Tech University is designed to assist you in becoming acquainted within your first few months at Ontario Tech. The following checklist will help you to:

- Feel at ease and welcomed at Ontario Tech.
- Know the policies and procedures of Ontario Tech and of your department.
- Understand Ontario Tech's organizational history, mission and values.
- Understand the functions of different faculties and departments.
- Understand what the organization expects in terms of work and behavior.
- Know everything necessary to start performing your job.
- Know who and where to go to for help with work matters.

This checklist details many of the activities that need to take place in your first six weeks at Ontario Tech University. Please check the column on the left when you have completed each action. When all actions have been completed, please review with you manager.

Completed	Actions	Source(s)
<b>YOUR ROLE AND WORKPLACE</b>		
	With your supervisor, review your role, accountabilities and goals.	Supervisor
	Ensure that you understand what outcomes are expected during the first week.	Supervisor
	Learn about department/faculty processes and procedures <ul style="list-style-type: none"> <li>• How breaks and lunch works</li> <li>• How yours and other's absences are covered</li> <li>• Any special telephone and email protocols</li> <li>• Team meeting schedules</li> <li>• Any relevant health and safety practices</li> </ul>	Supervisor
	Complete a tour of your department/faculty and/or <a href="#">campus tour</a>	Co-worker
	Familiarize yourself with the department/faculty's role and organizational structure. Obtain a copy of the department/faculty directory and view the organization charts found on Rally2Gether.	Supervisor
	Familiarize yourself with Ontario Tech's <b>General and Non-Academic Policies</b>	<a href="#">Click here</a>
<b>HEALTH AND SAFETY</b>		
	Complete the Mandatory Workplace Hazardous Materials Information System Training (WHMIS) <b>(within first 2 weeks)</b> .	<a href="#">WHMIS</a>
	Complete the Health and Safety Orientation Training <b>(within first 2 weeks)</b> . <b>Once completed the checklist for health and safety training, Please scan and send to Maureen Calhoun - Maureen.Calhoun@dc-uoit.ca</b>	<a href="#">HealthandSafety</a>
<b>HUMAN RESOURCES</b>		
	Add/Update MyCampus with your personal and emergency contact information.	<a href="#">MyCampus</a>
	Complete the mandatory Accessibility for Ontarians with Disabilities Act (AODA) and the Accessibility Standards for Customer Service training <b>(within first 2 weeks)</b> .	<a href="#">AODA</a>
	AODA Accessible Instruction Module (mandatory for educators at Ontario Tech University).	<a href="#">AODA_Ed</a>
	Complete the Workplace Violence and Harassment Prevention Training <b>(within first 2 weeks)</b> .	<a href="#">WVHP</a>
	Complete the Sexual Violence and Prevention Training.	<a href="#">Sexual Violence Training</a>
	Activate your voicemail using your mailbox # and set up your password and internal/external greeting.	<a href="#">Click here</a>
	Ensure you have access to the appropriate software programs on your laptop or desktop .	<a href="#">Service Desk</a>
	Mindsight– it is highly recommended that you take this session.	<a href="https://mymindsight.ontariotechu.ca/">https://mymindsight.ontariotechu.ca/</a>

### ADMINISTRATION

Request your name badge and workspace sign	Facilities and Ancillary
Ensure your name is added to any group or department email distribution lists	Supervisor/Administrative
Where to view the payroll schedule	<a href="#">Pay Schedule</a>
To view your paystub through MyCampus	<a href="#">MyCampus</a>
Familiarize yourself with the Ontario Tech performance development program	<a href="#">Performance Development</a>
Find out about shared drives and request access	Supervisor/ <a href="#">Service Desk</a>
Contact <b>Parking Services</b> if you need a parking permit	<a href="#">Parking</a>
Obtain your employee <b>Photo ID card</b> from the Campus ID office	<a href="#">Photo ID</a>
Activate your email address, familiarize yourself with the <b>IT Service Desk Portal</b>	<a href="#">Service Desk</a>

### OTHER SUGGESTIONS

Explore the Ontario Tech University website	<a href="#">OntarioTech</a>
Consider a membership at the Campus Recreation & Wellness Centre	<a href="#">Campus Recreation Centre</a>
Find out how to contact your union or association	<a href="#">Collective Agreement</a>

**NOTE:** View all your current training records at any time through the following link - [Training Record](#)