

New Employee Orientation Checklist

This new employee orientation checklist is designed to assist you in becoming acquainted with Ontario Tech and should be reviewed and completed with your supervisor within the first week of hire.

In addition, this checklist includes a listed criterion of legislated mandatory, site-specific training that all Ontario Tech University faculty, staff and volunteers are required to complete. At Ontario Tech, we are committed to ensuring a health, safe and accessible workplace for all employees. These health and safety resources are made available to supplement new employee orientation in the virtual and in-person work environment.

Please check the column on the left when you have completed each action. When all actions have been completed, please send a copy of the checklist to healthandsafety@ontariotechu.ca

Completed	Actions	Source(s)
YOUR ROLE AND WORKPLACE		
	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"> • How breaks and lunch works • How yours and other's absences are covered • Any special telephone and email protocols • Team meeting schedules • Any relevant health and safety practices 	Supervisor
	Complete a tour of your department/faculty and/or campus tour	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 General and Non-Academic Policies	Click here
HEALTH AND SAFETY		
It is very important that an employee understands the hazards and risks associated with their job responsibilities.		
*Please check the Ontario Tech Mandatory Employee Training Matrix to see what is required for you to complete based on your job position.		Mandatory Employee Training Matrix
	Review Employee Health and Safety Orientation	Employee Health and Safety Orientation
	Complete the Mandatory Workplace Hazardous Materials Information System Training (WHMIS).	WHMIS
	Complete the Health and Safety Orientation Training.	Health and Safety Orientation Webpage
	Complete Workplace Violence and Harassment Prevention.	Workplace Violence and Harassment Prevention Webpage
	Complete the Sexual Violence Education and Prevention Module 1.	Sexual Violence Education and Prevention Webpage
	Complete Infectious Disease Training.	Infectious Disease Training Webpage
	*Educators Only - Complete Ontario Tech Accessible Instruction Module for Educators	Ontario Tech Accessible Instruction Module for Educators
*All of the following training required below will need to be accessed by logging in through Canvas.		
	Complete AODA General Requirements	Canvas
	Complete AODA Customer Service Standard	

	Complete AODA Employment Standard	
	Complete AODA Information & Communications Standard	
	Complete Working Together: The Code and the AODA	
	Complete AODA Design of Public Spaces (If applicable)	
	Complete AODA Transportation Standard (If applicable)	
	Mindsight *Highly Recommended Training	Mindsight

***All health and safety must be completed within the first 2 weeks of hire.**

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

HUMAN RESOURCES

	Add/Update MyCampus with your personal and emergency contact information.	MyCampus
	Familiarize yourself with the Ontario Tech performance development program.	Performance Development

INFORMATION TECHNOLOGY

	Activate your voicemail using your mailbox # and set up your password and internal/external greeting.	Click here
	Familiarize yourself with the IT Service Desk Portal	Service Desk
	Ensure you have access to the appropriate software programs on your laptop or desktop by contacting Service Desk.	Service Desk
	Find out about shared drives and request access	Supervisor/ Service Desk

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	Pay Schedule
	To view your paystub through MyCampus	MyCampus
	Contact Parking Services if you need a parking permit	Parking
	Obtain your employee Photo ID card from the Campus ID office	Photo ID

OTHER SUGGESTIONS

	Explore the Ontario Tech University Website	OntarioTech
	Consider a membership at the Campus Recreation & Wellness Centre	Campus Recreation Centre
	Review your collective agreement	Collective agreement