

New Employee Orientation Checklist

Check when complete	Actions	Suggested Source(s)
THE FIRST DAY: INTRODUCTION TO THE WORKPLACE		
	Review workplace guidelines: working hours; breaks; lunch; staff meetings; payday; PeopleSoft access (leave, absence and overtime reporting); duty travel/fieldwork; telephone and internet protocol; conflict of interest; code of conduct; dress guidelines; health and safety practices; emergency fire and evacuation procedures, reporting lines and approval process etc.	Supervisor
	With your supervisor, meet immediate team members and key contacts. With your supervisor, tour the Department and meet colleagues	Supervisor
	Review job description, duties, and responsibilities.	Supervisor
	<ul style="list-style-type: none"> Discuss the creation of an individual work plan (activities; timeline and outcomes) and learning plan. Discuss assigned work for the first few days or week. 	Supervisor
	Collect any files or documents for your work including the GNWT Orientation Manual; your department's orientation materials; org. charts for your department and division; and the Employee Resources handout.	Supervisor
	Office orientation: floor plan; storage; washrooms; photocopier; fax; internal/external mail drop off; supplies cabinet (and how to purchase additional supplies); first aid supplies; coffee area; recycling; health and safety practices, emergency exit; fire safety procedures, parking; etc.	Supervisor
	Ask your Supervisor about registering for the next available Orientation Session for GNWT employees.	Employee
	If applicable, obtain a GNWT ID card; EnRoute card; calling card; business cards and keys. Learn about after-hours access and any door codes.	Supervisor
	Ensure email is activated and telephone is connected. Record an automated voicemail greeting. Review computer sign on; access to email; scanning; printers; voicemail; out of office replies for email & phone etc.	Colleague
	<ul style="list-style-type: none"> Review the electronic filing system ie. – G (personal); H (divisional); I (departmental); and J (GNWT wide) drives. Review the manual/hard copy filing system. There is training in ARCS/ORCS filing on the Training Calendar 	Colleague
	Ensure your work area is properly equipped with supplies.	Administrative Assistant
	Provide emergency contact information to the Administrative Assistant.	Administrative Assistant
	Arrange benefits documentation session with HR. In Yellowknife, call Employee Benefits Documentation at 920-6916. Ask about what identification you need to	Employee Benefits

	present. (Documentation includes: superannuation; dental plan; Public Service Health Care Plan (PSHCP); disability insurance; supplementary death benefit; TD-1 form; oath of office and secrecy; NWT health care application; overview of leave credits; northern allowance; union dues; the Employee and Family Assistance Program).	Documentation
THE FIRST MONTH: GETTING TO KNOW YOUR WORKPLACE		
	Review the Departmental Strategic Plan; your division's vision; mission; values; and any other relevant strategies or directives.	Colleague
	Review unit's/division's history; structure; services; clients; functions; levels of authority; reporting relationships; and communication channels. Review org charts for department and division.	Colleague
	Familiarize yourself with GNWT administrative policies and procedures including formatting for briefing notes, letters and discussion papers if applicable.	Supervisor / Administrative Assistant
	Ensure you are aware of GNWT policies on the Internet and Email usage found under "Policies, Guidelines, Agreements and Legislation" located in the left-hand column on the Human Resources homepage.	Supervisor / Administrative Assistant
	Familiarize yourself with the ongoing performance management and support process.	Supervisor
	Familiarize yourself with financial and contractual procedures by visiting http://www.fin.gov.nt.ca/	Financial Services
	Spend time with key colleagues who have knowledge and information relevant to your key roles, tasks and work plan.	Supporting colleagues
	Check out possible learning opportunities on the GNWT Training Calendar at http://www.pws.gov.nt.ca/TrainingCalendar Seek your supervisor's approval for courses you may be interested in.	Website
	Complete confidential, voluntary GNWT entry interview/survey. <ul style="list-style-type: none"> Completing the survey within one month is recommended Contact Administration at entry_interview@gov.nt.ca or (867) 920-3235 to arrange an in-person interview or Click on "GNWT Entry Survey", under "Quick Links" on the HR website for the on-line version	Employee
AFTER THE FIRST MONTH: FOLLOW-UP MEETING		
	Meet with supervisor to discuss job-related achievements, problems, questions or concerns.	Supervisor
	Review goals, objectives, work plan and learning plan for the next 3, 6 and 12 months.	Supervisor
Remember to ask your supervisor/coworkers if you have any questions about your new work environment. Welcome!		