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| Giving  Hope Today | **Ontario Central-East Division** |

# First Day Orientation Checklist

## EMPLOYEE INFORMATION

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| Name: |  |  | Start date: |  |
| Position: |  |  | Supervisor: |  |

## ORIENTATION

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| The employee is to be welcomed by the Corps Officer/Executive Director; the immediate supervisor and/or a member of the human resource staff (if applicable) are responsible for the employee orientation.  Provide employee with orientation material that may be applicable for his/her position. This includes, but is not limited to: Code of Conduct, Employee Handbook, and Policies and Procedures Manual. |

## REVIEW POLICIES & PROCEDURES

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| Review key Salvation Army policies and procedures with the employee as they pertain to his/her position, and give the employee personal copies to keep. | * The Salvation Army Mission Statement * Workplace Harassment, Discrimination and Violence Prevention Policy * Abuse Policy * Occupational Health and Safety Procedures (Infectious Disease Control where applicable) * Annual Performance Review * Benefits and RRSP (if applicable) | * Personal conduct standards/Non-Fraternization Policy * Progressive disciplinary actions * Confidentiality and security * Computer Usage Policy * Other personnel policies such as lunch/rest breaks, overtime, leaves of absences, vacations and holidays, uniform/dress code, etc. |

## ADMINISTRATIVE PROCEDURES

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| Review general administrative procedures as applicable to the employee’s position. | * Office/desk/work station * Mail (incoming and outgoing) * Shipping (FedEx, DHL, and UPS) * Computers and/or other technological devices that may be used | * Telephones * Building access cards and keys * Conference/meeting rooms * Picture ID badges * Office/workplace supplies |

## INTRODUCTIONS AND TOURS

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| Give introductions to department staff and key personnel during tour. | | | |
| Tour of facility, including: | * Washrooms * Mail rooms * Copy centers * Fax machines | * Bulletin boards * Parking * Printers * Office supplies | * Kitchen * Coffee/vending machines * Cafeteria * Emergency exits and supplies |

## POSITION INFORMATION

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| Introductions to the team.  Review initial job assignments and training plans.  Review job description and performance expectations and standards.  Review job schedule and hours.  Secure payroll information if not already completed, and review payroll timing and time cards/logs (if applicable).  Review the **onboarding checklist** to ensure that that all employee file requirements are completed and that s/he has been successfully enrolled into the payroll system. |

## QUESTIONS & FOLLOW-UP

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Orientation Completed By:

Supervisor and/or HR Staff Date of Orientation Completion