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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.
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## 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
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## 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
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## 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