



Manager Checklist for New Employee Orientation
Day ONE

Employee Name: _____

Employee Number: _____

Department/School: _____

Tasks to be completed	Manager	Employee
➤ Pick up Employee after College Orientation (Rosser) and take for lunch	┘	┘
➤ Welcome to Department/School by Director/Dean and Manager/Chair	┘	┘
➤ Introductions & Tour of Department/School & List of Key Contacts Provided	┘	┘
➤ Job description and duties reviewed	┘	┘
➤ Department/School Client Service Standards reviewed	┘	┘
➤ Work space, computer and phone identified and explained	┘	┘
➤ Parking pass arranged, if desired	┘	┘
➤ Office access and Name tag issued	┘	┘
➤ Employee ID card received	┘	┘
➤ Codes and accesses issued and explained e.g. log-in for computer, telephone, etc.	┘	┘
➤ Computer homepage set to http://myalgonquin.algonquincollege.com	┘	┘
➤ Photocopier code, fax machine number provided	┘	┘
➤ Office organization and resources explained: e.g.: files, supplies, directories, manuals, staff listing etc.	┘	┘
➤ Access to College and/or programs provided and training scheduled (as required) e.g. PeopleSoft, GeneSIS, HRIS, Blackboard, etc.	┘	┘
➤ Employee "buddy" introduced	┘	┘

***Manager Name:** _____ **Manager Signature:** _____

Employee Signature: _____ **Date:** _____

***(To be signed and dated when all items in checklist have been completed)**
(Completed original form to HRS, copy in Department/School employee file, copy to employee)

