

Employee Onboarding

Building Employee Engagement



Onboarding Checklist

Employee Name: _____

Employee New to Government: Yes No

Position Title: _____

Employee New to Department: Yes No

Position Start Date: _____

Welcome to the Public Service and your new position!

The Onboarding Checklist is a component of the Government of Newfoundland and Labrador Onboarding Strategy and is designed to complement the orientation offered by your department.

This Checklist, although not all-inclusive, will provide a guide when completing onboarding activities with your manager. Any items that are not specific to your position should be marked as not applicable (N/A) and excluded from your onboarding activities.

All applicable onboarding activities listed in this checklist would generally be completed during the first week, however, timelines (e.g. Day One Activities) are guidelines only - changes may be required based on the priorities and requirements of your position and department.

To recommend changes or additions to this document, please email your suggestions to cld@gov.nl.ca.

Enjoy your new role!

Onboarding Checklist

Day 1 Activities			
Activity	Completed	N/A	Date Completed
Greet and welcome employee	<input type="checkbox"/>	<input type="checkbox"/>	
Show employee their workstation	<input type="checkbox"/>	<input type="checkbox"/>	
Give tour of work area, include location of: <ul style="list-style-type: none"> • washrooms • lunchroom • secure space for personal items • copier, recycling, shredding • supplies • departmental bulletin boards; etc. 	<input type="checkbox"/>	<input type="checkbox"/>	
Ask about food allergies and inform of any food restrictions (e.g. seafood not permitted)	<input type="checkbox"/>	<input type="checkbox"/>	
Review following policies: <ul style="list-style-type: none"> • scent policy • smoke free workplace 	<input type="checkbox"/>	<input type="checkbox"/>	
Review what to do in case of an emergency, including: <ul style="list-style-type: none"> • show emergency exists • identify muster stations • show location of first aid kit, fire extinguish, fire alarms, and OHS bulletin board • identify Floor Wardens/Fire Marshal • review evacuation procedure, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	
Introduce co-workers	<input type="checkbox"/>	<input type="checkbox"/>	
Provide office keys and/or building codes	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure employee has appointment for ID card and explain security protocols	<input type="checkbox"/>	<input type="checkbox"/>	
Review department dress code	<input type="checkbox"/>	<input type="checkbox"/>	
Register employee for departmental orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Explain HR Service Centre role and provide contact information	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Oath of Office and make appointment with HR Service Centre to witness	<input type="checkbox"/>	<input type="checkbox"/>	
Have employee complete/sign payroll forms and submit forms and copies of SIN card or confirmation of SIN letter from Service Canada; voided cheque or direct deposit form stamped by bank; and birth, baptism certificate, passport or driver's license to HR Service Centre	<input type="checkbox"/>	<input type="checkbox"/>	
Review hours of work, including lunch and break times	<input type="checkbox"/>	<input type="checkbox"/>	
Review available parking	<input type="checkbox"/>	<input type="checkbox"/>	

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Day 1 Activities			
Activity	Completed	N/A	Date Completed
Provide computer username and temporary password and have employee update password	<input type="checkbox"/>	<input type="checkbox"/>	
Walk through how to create a PAccess account and register for courses	<input type="checkbox"/>	<input type="checkbox"/>	
Assign Employee Onboarding eLearning courses <ul style="list-style-type: none"> • Employee Onboarding • Employee Onboarding – Group Insurance Plan Overview • Employee Onboarding – Occupational Health and Safety Introduction 	<input type="checkbox"/>	<input type="checkbox"/>	
Assign the Civility in the Workplace eLearning course	<input type="checkbox"/>	<input type="checkbox"/>	

Day 2 Activities			
Activity	Completed	N/A	Date Completed
Provide overview of position and copy of position description	<input type="checkbox"/>	<input type="checkbox"/>	
Provide overview of division/unit and explain employee's role within division	<input type="checkbox"/>	<input type="checkbox"/>	
Assign required courses	<input type="checkbox"/>	<input type="checkbox"/>	
Review relevant Occupational Health and Safety (OHS) procedures and policies and provide/review safe work procedures for position	<input type="checkbox"/>	<input type="checkbox"/>	
Provide any PPE (personal protective equipment) required for performing work duties and arrange training on how to use the equipment properly	<input type="checkbox"/>	<input type="checkbox"/>	
Review process for reporting OHS incidents (hazards, property damage and injuries) and let employee know about the OHS PeopleSoft – Employee course	<input type="checkbox"/>	<input type="checkbox"/>	
Review the social media policy and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	

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Day 3 Activities			
Activity	Completed	N/A	Date Completed
Explain documentation retention requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Explain process for: <ul style="list-style-type: none"> • calling in an absence (e.g. sick) • building closures (e.g. adverse weather) • working after hours or alone 	<input type="checkbox"/>	<input type="checkbox"/>	
Review OHS responsibilities outlined in the Occupational Health and Safety policy	<input type="checkbox"/>	<input type="checkbox"/>	
Provide link to Safety Guidelines and Information for employee review	<input type="checkbox"/>	<input type="checkbox"/>	
Provide statutory holiday list	<input type="checkbox"/>	<input type="checkbox"/>	
Review payroll schedule, including when to expect first pay	<input type="checkbox"/>	<input type="checkbox"/>	
Review how to find paystub and T4 in PeopleSoft	<input type="checkbox"/>	<input type="checkbox"/>	
Review step progression / salary increase process	<input type="checkbox"/>	<input type="checkbox"/>	
Explain Provident ¹⁰ 's role and provide website for review of pension details	<input type="checkbox"/>	<input type="checkbox"/>	
Provide an overview of how to submit leave in PeopleSoft	<input type="checkbox"/>	<input type="checkbox"/>	
Provide link to employee benefits details	<input type="checkbox"/>	<input type="checkbox"/>	
Assign meaningful work, detailing expectations, available resources, deadlines, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Assign a mentor/"buddy", when possible	<input type="checkbox"/>	<input type="checkbox"/>	

Day 4 Activities			
Activity	Completed	N/A	Date Completed
Provide overview of use and care of equipment/resources	<input type="checkbox"/>	<input type="checkbox"/>	
Provide collective agreement location for employee review and introduce union representative	<input type="checkbox"/>	<input type="checkbox"/>	
Highlight/review department's: <ul style="list-style-type: none"> • annual, strategic and/or business plan • organizational structure/lines of business/divisions • intranet/newsletters • employee communications • social club, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	
Provide brief overview of Employee Assistance Program (EAP) and Respectful Workplace Program (RWP) and links to program information	<input type="checkbox"/>	<input type="checkbox"/>	

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Day 5 Activities			
Activity	Completed	N/A	Date Completed
Review how to make requests for building repair/maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
Show employee how to enter exception time (e.g. overtime, shift differentials, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Review probationary/trial period and set meeting times throughout	<input type="checkbox"/>	<input type="checkbox"/>	
Provide list of OHS Committee members	<input type="checkbox"/>	<input type="checkbox"/>	
Show employee how to find OHS legislation	<input type="checkbox"/>	<input type="checkbox"/>	
Assign other required training courses	<input type="checkbox"/>	<input type="checkbox"/>	
Meet one-on-one, discuss: <ul style="list-style-type: none"> • completed and outstanding training courses • assigned work and any support required • mentor/buddy process • expectations and set deadlines 	<input type="checkbox"/>	<input type="checkbox"/>	
Refer employee to government policies /programs list in Resource Guide for their review	<input type="checkbox"/>	<input type="checkbox"/>	
Show employee how to find list of available government jobs	<input type="checkbox"/>	<input type="checkbox"/>	

Onboarding Checklist

The department has discussed all applicable topics above and provided a copy of this checklist to:

Employee Name (Print)

Position

Division

Manager Name (Print)

Manager Signature

Date

My department has provided me with the information on all applicable topics above and provided a copy of the checklist.

Employee Signature

Date

February 2025