



On Boarding CHECKLIST

New Employee

| Stage 1: Pre-Arrival | |
|--------------------------|---|
| <input type="checkbox"/> | Stay in regular contact with your manager, especially if there is a long period between the job offer and the start date. |
| <input type="checkbox"/> | It may be too early to know if you need workplace accommodations, but take the time to speak to your new manager about the workplace and any potential workplace accommodations. |
| <input type="checkbox"/> | Ensure your manager sends you reference materials (i.e. phone list, organizational chart with titles, staff lists, other contact lists, voicemail and email instructions, job description, etc.). |
| <input type="checkbox"/> | You should receive your letter of offer three weeks before your start date. |
| <input type="checkbox"/> | A welcome email and a workplace information package will be sent to you shortly before your start date. |
| <input type="checkbox"/> | Before your first day, make sure you are clear about the location, contact information for your manager and/or supervisor and/or administrative support staff for your new team and the date and expected time of your arrival. |

| Stage 2: First Day, First Week | |
|--------------------------------|--|
| First Day | |
| <input type="checkbox"/> | Bring photo identification with you on your first day as this will be required to obtain a temporary access card to your building. |
| <input type="checkbox"/> | Meet your manager (or peer partner) at the front entrance of the building – introduce yourself. |
| <input type="checkbox"/> | You will: <ul style="list-style-type: none"><input checked="" type="checkbox"/> Be shown your workspace and your manager (or peer partner) will discuss the plan for the day.<input checked="" type="checkbox"/> Review with your manager your letter of offer, terms and conditions of employment, relevant provisions in the collective agreement (if applicable), salary (or wage), values and ethics codes (organizational and public sector), employment equity self-identification, required training and accommodation needs (if applicable).<input checked="" type="checkbox"/> Discuss your working hours, breaks, leave reporting and language of work.<input checked="" type="checkbox"/> Take the oath or solemn affirmation (for first time employees only).<input checked="" type="checkbox"/> Be escorted to meet with security services for an ID photo card and security access pass.<input checked="" type="checkbox"/> Be provided with cabinet keys and the combination to the safe (if applicable).<input checked="" type="checkbox"/> Be introduced to your co-workers and given a tour of the workplace – get familiar with the location of rest rooms, kitchen areas, cafeteria, printers, fax, photocopiers, recycling, etc.<input checked="" type="checkbox"/> Be provided with basic health and safety information (i.e., building exits, fire drill routes, first aid kit, etc.). |
| <input type="checkbox"/> | Ensure you have all of the office supplies you need as well as basic reference materials (i.e. phone list, organizational chart with titles, staff lists, other contact lists, voicemail and email instructions, job description, etc.). |
| <input type="checkbox"/> | Don't forget to check out these handy resources: <ul style="list-style-type: none"><input checked="" type="checkbox"/> iService (the internal, departmental web site)<input checked="" type="checkbox"/> Intersection (newsletter for all ESDC employees)<input checked="" type="checkbox"/> The Top HR Clicks for Employees |

What is a PEER PARTNER?

A peer partner assists managers and shares the workload involved with onboarding new employees. They play an informal but vital role in making your transition as smooth as possible.

Peer partners are typically high-performing individuals who have strong interpersonal skills and have shown their commitment to their job, the organization and our shared public sector values. He or she will be able to follow up on administrative procedures related to your arrival, such as setting up your workstation, giving you access to online systems and obtaining your security pass. Your peer partner can answer any questions you may have in your first few months on the job.

Stage 2: First Day, First Week

First Week

| | |
|--------------------------|--|
| <input type="checkbox"/> | Meeting times will be scheduled for you by your manager or peer partner with points of contact to discuss required training and/or briefing sessions (i.e., security, information systems, etc.). |
| <input type="checkbox"/> | Ensure you have completed the Mandatory Training for New Employees . |
| <input type="checkbox"/> | Confirm with your manager (or peer partner) that your workstation is properly set up and your accommodations needs have been met (if applicable). |
| <input type="checkbox"/> | Your manager (or peer partner) will follow up with the Public Service Pay Centre and the required training coordinator to ensure you have received all required forms. |
| <input type="checkbox"/> | You will be provided with key information for pay services (e.g., Phoenix Self-Service/Compensation Web Application). |
| <input type="checkbox"/> | Your manager (or peer partner) will help you register for your “ MyKey ” – ensure that you understand how and when this is to be used (i.e., Compensation Web Application , performance management application). |
| <input type="checkbox"/> | This is also a good time to discuss with your manager any accommodations that you may require in the workplace. |
| <input type="checkbox"/> | Your manager (or, in some cases, peer partner) will: <ul style="list-style-type: none"><input checked="" type="checkbox"/> Discuss with you key government-wide policies (i.e., IT acceptable usage, harassment prevention, workplace health and safety disclosure of wrongdoing, access to information and privacy, etc.).<input checked="" type="checkbox"/> Explain the organization’s structure and how you fit within it.<input checked="" type="checkbox"/> Assist you in creating necessary online accounts (e.g., GCConnex, GCPedia, GCCampus).<input checked="" type="checkbox"/> Discuss with you the performance management process, including probationary period attestation and how your performance will be assessed, and will provide you the link to the performance management application.<input checked="" type="checkbox"/> Establish preliminary work objectives and a learning plan (including all required courses and training).<input checked="" type="checkbox"/> Double check that you have been included on all relevant contact and distribution lists. |
| <input type="checkbox"/> | Be proactive and begin initiating one-on-one meetings with other team members, based on their availabilities, so that you can better understand their work. |

Stage 3: First Month

| | |
|--------------------------|---|
| <input type="checkbox"/> | Discuss your performance management agreement with your manager and ask your manager for preliminary feedback on your performance to date. |
| <input type="checkbox"/> | Follow-up with your manager (or peer partner) on any questions you may still have about HR and/or compensation. |
| <input type="checkbox"/> | Should you have any questions regarding compensation and benefits, ask your manager. He/She will provide you with the appropriate information. |
| <input type="checkbox"/> | If you wish, ask your manager (or peer partner) if they can help you find a mentor. |
| <input type="checkbox"/> | Confirm that you are enrolled in any required job-specific training (including mandatory occupational health and safety training specified in Module 5 of ESDC's OHS Program). |
| <input type="checkbox"/> | Meet with your manager (or peer partner) to discuss your experiences to date. |

What is the difference between a peer partner and a MENTOR?

A peer partner works in your new team and is there to help you, answer any questions you may have and help you navigate and integrate into the organization.

A mentor, on the other hand, is typically more experienced and does not work directly with the employee. Their role is to guide and assist the new employee with their professional and personal development.



TIPS to help you find a mentor

Begin by looking for people in the organization who you admire for their skills, knowledge and leadership. You could also visit [ESDC's Mentoring Program SharePoint site](#), and/or the [National Mentoring Inventory](#). Do not hesitate to ask your manager or Peer Partner for help - they may even know of colleagues that could be a good match for you.

Qualities to look for in a mentor include:

- *Available and willing to spend time with you and give appropriate guidance and feedback;*
- *Experienced in a field of interest to you;*
- *Understands the organization and its culture;*
- *Knows how to forge a career path in Public Service; and*
- *Enjoys helping others and is flexible, empathetic and encouraging.*

Stage 4: 3 – 6 Months

| | |
|--------------------------|--|
| <input type="checkbox"/> | Revisit your work objectives with your manager – he/she should provide you with meaningful feedback on your performance to date. |
| <input type="checkbox"/> | Highlight any concerns you may have with your manager (or peer partner) about your role or the workplace. <input checked="" type="checkbox"/> If you feel that you have difficulty doing some of the tasks or may need workplace accommodations/arrangements, this is a good time to discuss the situation with your manager. |
| <input type="checkbox"/> | Ensure you have completed all mandatory training and follow-up on suggested learning activities. |
| <input type="checkbox"/> | Provide feedback to your manager (or peer partner) on the onboarding process and let him/her know of any concerns you may have. |
| <input type="checkbox"/> | Discuss professional development and networking opportunities with your manager (or peer partner). |

Stage 5: Year 1

| | |
|--------------------------|---|
| <input type="checkbox"/> | You and your manager will conduct a year-end performance assessment based on your established performance objectives. |
| <input type="checkbox"/> | If you have succeeded in completing the probationary period, ask for a confirmation in writing. |
| <input type="checkbox"/> | Discuss with your manager your overall impressions of the workplace – what is going well and what could be changed (including if you require workplace accommodations or have functional limitations that prevents you from being fully productive in your position). |
| <input type="checkbox"/> | Congratulate yourself on your first year as a federal public servant! Apply your experiences and lessons learned to your second year and continue to develop. |