

Onboarding Checklist

TASK	DESCRIPTION	COMPLETED BY	STATUS (✓/X)	DATE CONFIRMED / SENT
1a. Employment Contract Issued	<ul style="list-style-type: none"> Includes legal employer name, wage, pay schedule, work location, and expected hours. Along with important clauses such as temporary layoff, confidentiality, enforceable termination clause and more that relate to the role/business. 			
1b. Job Description Reviewed	<ul style="list-style-type: none"> Clarify job duties and expectations with a reviewed job description. Include this as part of the employment contract as a best practice. 			
2. ESA Info Provided	<ul style="list-style-type: none"> Something not covered in your standardized contract that is needed as part of the new ESA changes? Include it with a welcome kit before day 1. Provide payroll, employee HRIS requirements and even benefits information (if applicable). 			
3. Health & Safety Orientation Completed	<ul style="list-style-type: none"> Update and include the new OHSA requirements and new washroom maintenance protocols as part of your regular H&S orientation and training. 			
4. Policy Acknowledgment Signed	<ul style="list-style-type: none"> Includes Code of Conduct, AODA, OHSA, ESA, workplace policies Update Leave policies related to the new Long-Term Illness leave Should be include here. 			
5. HR System Entry Completed	<ul style="list-style-type: none"> Employee added to payroll, HRIS, or to leave and other manual tracking tools, ex. Excel sheets. 			
6. 30-Day Follow-Up Meeting Scheduled	<ul style="list-style-type: none"> Check-in meeting booked to share expectations, educate on any requirements and gather employee feedback. 			
7. 60 and 90 Day Follow-Up Meeting Scheduled	<ul style="list-style-type: none"> Check-in meetings booked to continue to educate and receive feedback. Share potential benefits that may be coming into effect upon 3 month of service (if applicable). 			