

Selkirk College - New Employee Checklist

For Supervisor use: please complete and return to hr@selkirk.ca

Before First Day



On First Day



Within First Week

- ☐ Prepare appropriate materials for employee such as operating plans, course materials, etc.
- ☐ Schedule meetings for employee and colleagues, as appropriate.

- ☐ Confirm with HR@selkirk.ca that employee has completed the [New Worker Health and Safety Orientation](#)

Contact Campus Manager to:

- ☐ Confirm office location
- ☐ Request telephone number
- ☐ Collect all required keys for employee such as for access to building, office, labs, shops, storage areas

Contact IT to:

- ☐ Ensure employee has appropriate IT access (e.g. networks, folders, Unit4, VPN, Moodle, etc)

Review with Employee:

- ☐ Department's structure, goals and activities
- ☐ Work-related [Selkirk policies](#)
- ☐ Employee's job description

Provide Physical Orientation:

- ☐ Orient using the [Site Specific Safety checklist](#)
- ☐ Give employee necessary keys and equipment

If Working On-site:

- ☐ Point out washrooms, library, gym, mail room, parking areas, bookstore

If Working Remotely:

- ☐ Review with employee the [remote work guidelines](#)

- ☐ Review with employee relevant [evaluation form](#)
- ☐ Schedule probationary evaluation with a calendar invite to your employee's calendar

Help employee (or task colleague to help employee) to:

- ☐ [Access Unit4](#)
- ☐ [Set up email signature](#)

Introduce Employee to:

- ☐ Department colleagues
- ☐ Union steward, if applicable
 - (For PPWC members, please introduce to Amy Glock)
- ☐ Learning Fellow, if applicable

Type Names to Indicate Completion:

- Supervisor: _____
- Employee: _____