



New hire checklist

The new hire checklist is designed to get a new employee up to speed as fast as possible and off to a great start. The list leads you through the steps to bring a new person on board and through the critical first months.

1 Before the employee starts his work

- Review employment standards legislation in your province or territory for such matters as minimum wage and rules for vacation pay, work hours, breaks and overtime pay.
- Get your job candidate to sign a [letter of offer](#), conditional upon successful results of background checks and other evaluations such as medical exams, if applicable.
- Complete a background check.
- Build an employee file with the following:
 - employee's resume
 - letter of offer of employment, signed by both parties
 - completed income tax forms
 - the employee manual
 - a void cheque
 - employment contract or payroll sheet
 - records of background/reference checks
- Put the employee on the payroll in your accounting software.
- Contact the employee during the week before his or her starting date to welcome him or her to the company and review job basics such as work hours, dress code and employee parking.
- Announce the new hire to your staff, giving some information about the person and describing what he or she will be doing, as necessary.
- Prepare the employee's workspace including any tools, equipment and other necessary or useful items.

- Assign a supervisor as well as an experienced employee to help and mentor the new employee.
- Schedule training.
- Discuss expectations for the new employee with their supervisor and/or mentor.
- Create an email account, assign a phone number and prepare any other needed accounts.
- Get their security pass, if needed and set up their computer or work station.
- Consider scheduling a meeting with a support person on first day to ensure the new employee gets up and running on computers and/or equipment.

② After the employee has started work

- Ensure all equipment is working.
- Give employee access to any required tools, accounts, keys.
- Meet with the employee to:
 - review company policies, probationary period, compensation, benefits and work schedule
 - explain the company's vision and mission
 - discuss the job in detail, explaining your expectations and predicted workflow
 - answer any questions and ask the employee about his or her expectations
 - begin scheduled training/job coaching
 - Give first assignments, setting clear goals for the first month.
- Ensure pay is being received and there are no other paperwork or equipment issues.
- Ask for feedback from the employee and respond to concerns.
- Set performance objectives for the remainder of the year.

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Build a solid HR foundation to optimize employee impact

Our HR coaches can help you build an organizational structure that supports business growth through proper staffing and employee management.

→ **Contact us to learn more**

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