

# CHECKLIST FOR ONBOARDING NEW EMPLOYEES

DATE: \_\_\_\_\_ MANAGER'S NAME: \_\_\_\_\_ NEW HIRE'S NAME: \_\_\_\_\_

## PRIOR TO DAY 1:

- Complete the IT Onboarding Form, which provides the new employee with access to shared resources like the I-drive or Office 365, unified communications, email and calendaring, as well as Blackboard.  
**Please complete the form by visiting:**  
<http://humbercollege.formstack.com/forms/onboardemployee>  
In order to complete the form, you will need the new employee's user-name. Please follow these steps to access their username:
  1. In Outlook, on the Home tab, click 'Address Book'
  2. Type the employees name in the search function
  3. When their name is highlighted, scroll to the right
  4. Under the 'Alias' column, their username will be listed
- If applicable, request access to specialized systems by completing the applicable eForm on its.humber.ca. For example:  
[Banner Student \(including SWF, StarRez, Admissions etc.\)](#), [Banner Finance \(including Chrome River for Purchase Card Users\)](#), or [COGNOS Reporting](#)
- It is important to find out the parking needs of your new hire for their first day of employment, and make arrangements until they have purchased a parking permit.  
If required, we suggest setting up Guest Parking for their first day by visiting: <https://humber.ca/facilities/parking/guest>  
*Please note that there will be a chargeback to your school/department for this service.*
- Reach out to your new hire to discuss what time they should start on their first day and where they should arrive.  
**Please ensure your schedule is clear so you can meet with them as soon as they arrive.**
- Ensure that the new employee's workstation is setup, with computer access and all necessary technology (mobile/tablet).
- Compile any reference guides, tip sheets, or informational material related to their role to be provided on their first day to help ensure success in their new position.
- Schedule meet and greets for your new hire with your department and stakeholders.

- Provide access to newsletters and list serves that might be beneficial for them.
- If required, request a corporate purchase card by visiting [https://www.humber.ca/f\\_nance/forms](https://www.humber.ca/f_nance/forms)
- Add them to invites for weekly/bi-weekly team meetings.
- If required, order business cards and/or a name badge by visiting [https://www.humber.ca/f\\_nance/forms](https://www.humber.ca/f_nance/forms)
- If your area requires a physical key access, please contact the Department of Public Safety to request the key.  
*A physical mailbox should also be set-up at this time, if needed.*

## DAY 1

- Ensure the new employee is able to login to Humber's network by using their login credentials.
- Take them to the IT Support Centre to have their photo taken and request their employee I.D. card. Once the photo I.D. card has been issued, the employee can be provided with door/area access.
- Show them how to access Employee Direct Access where they will need to enter their banking information, emergency contact and complete the Employment Equity Questionnaire.
- Ensure that the new employee is aware of and has access to all required training. Some examples may include SWF training, Banner training, time entry for part-time employees, etc.
- Assign one of their new co-workers as a buddy, to be available for support and to "show them the ropes".
- Help them in getting to know Humber by taking them on a tour to show them where to eat and points of interest such as the Athletics Centre.
- Ensure that the new employee has reviewed any policies specific to your area.
- For PT Instructors paid automatically, edit their time cards for the duration of the semester for the weeks they are working more or less than the hours indicated on their contract.

WE WISH YOU THE BEST AS THE NEW EMPLOYEE JOINS YOUR TEAM!

**WE ARE  
HUMBER**