Brescia University College is dedicated to the success of new employees and we strive to ensure a smooth transition for new employees to ensure they will be productive and engaged members of our workforce, this starts with their first days as a Brescia employee. As such, the following on-boarding checklist may be amended by the manager to align with training schedule or to meet additional requirements of the department.

|  |  |
| --- | --- |
| *Employee's Name:* | Click or tap here to enter text. |
| *Employee's Position:* | Click or tap here to enter text. |
| *Employee's Start Date:* | Click or tap here to enter text. |
| *Department:* | Click or tap here to enter text. |
| *Supervising Manager:* | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | **Advance Planning for a New Employee prior to Start Date** | **Suggested Resource** |
|[ ]  Advise other team members of the employee's name, role and start date. |  |
|[ ]  Make a list of what information is important to convey during the employee's orientation. Consider assigning a colleague to "buddy" with the new staff member for the first few days. |  |
|[ ]   Create an Onboarding Transition plan to map a timeline for the gradual or immediate transition of work, set clear expectations of job duties and provide clarity with one-on-one check-in meetings. Depending on the nature of the work, plans can range from a few weeks to a few months. |  |
|[ ]   Request additional training modules (if required) to be included to the employees HRdownloads account. |  [Training Course Catalogue](file:///W%3A%5Cbrall%5CzHR%20docs%5CHRdownloads%20-%20Training%20Full%20List%20EN.pdf) Contact Tanner Patry at tpatry2@uwo.ca for additional course  requests |
|[ ]   Prepare a Welcome Communication announcement to introduce the new hire of permanent employees to the college. Send once employee  starts and can review communication. |  |
|[ ]   Review Office Needs – Desk, Chair, Computer set up, Phone set up headset/voicemail), Clean filing cabinets (if needed), Chair, Trash container, Recycle container. | [Jira](https://westernu.atlassian.net/servicedesk/customer/portal/29/user/login?destination=portal%2F29) |
|[ ]  Review Office Supply Needs- Mouse pad, Stapler and staples, Pens and pencils, etc. |  Kallista Howard,  kperdue4@uwo.ca |
|[ ]  Submit a Jira ticket to ITS to request a phone connection, computer, and printer access if applicable. Provide a list of network shared drives employee should have access to, request remote access process if required for this role, and request other software needs and Western network resources such as Peoplesoft or Western HR. | [Jira](https://westernu.atlassian.net/servicedesk/customer/portal/29/user/login?destination=portal%2F29) |
|[ ]  For employees who require office/mailroom keys, card access to buildings, submit a Jira ticket to Facilities Management for security access. | [Jira](https://westernu.atlassian.net/servicedesk/customer/portal/29/user/login?destination=portal%2F29) |
|[ ]  For employees responsible for department website or forms submit a Jira ticket to Communications to request Omni CMS access, forms and website pages. | [Jira](https://westernu.atlassian.net/servicedesk/customer/portal/29/user/login?destination=portal%2F29) |
|[ ]  Submit Business card and Name badge request (if required). Ordered quarterly unless very urgent. |  Tanner Patry, tpatry2@uwo.ca |
|[ ]  Order office door name plate (if required). |  Kallista Howard,  kperdue4@uwo.ca |

|  |  |  |
| --- | --- | --- |
|  | **Actions to Take On the First Day** | **Suggested Resource** |
|[ ]  Welcome the new employee and introduce them to team members and key contacts. Ensure the new employee is able to have lunch and breaks with the team during the first week. |  |
|[ ]  Send out an announcement to the community welcoming a new permanent hire in your department. Review the notice with the employee prior to sending to ensure they are comfortable with the message. |  |
|[ ]  Discuss the orientation that you have planned, and ask the employee if there are any accommodations they may require. | Please contact Brescia HR for information on our accommodations process. |
|[ ]  Orient the employee in their physical space eg. Work space, where to hang coat, lunch areas, washrooms, etc. |  |
|[ ]  Explain the work area's role, and the structure of the department. |  |
|[ ]  Explain key expectations: how breaks and lunch work, how each other's absences are covered, telephone and email protocol for the department, Safe Campus initiatives, fire extinguisher locations, emergency plans and services, First Aid kit locations, and health and safety practices. |  [Care Program](https://brescia.uwo.ca/safe_campus/care_program/) [Campus Security](https://brescia.uwo.ca/safe_campus/safety_procedures/campus_security.php) [Health and Safety Committee](https://brescia.uwo.ca/hr/working_at_brescia/health_safety.php) [Accident/Incident](https://brescia.uwo.ca/hr/docs/accident_incident_investigation_report.pdf)  [Investigation Report](https://brescia.uwo.ca/hr/docs/accident_incident_investigation_report.pdf) |
|[ ]  Review the employee's role and the outcomes expected. |  |
|[ ]  Provide them with a training schedule for the following weeks. |  |
|[ ]   Set up a job shadowing program (if applicable) with another employee in a similar role.  |  |
|[ ]  Establish a process for meeting regularly, and for ensuring the employee's information and learning needs are met. |  |
|[ ]  Explain the on-going performance management and support process. |  |
|[ ]  Direct the new employee on where to find information related to parking and permit application information if they require a parking pass or annual permit. *Information is sent to employee with their employment contract.* | [Brescia Parking Services](https://brescia.uwo.ca/transportation_parking/parking.php)Permits are available for pickup in MSJ Rm.153 |
|[ ]  **Insert Any Additional Training** |  |

|  |  |  |
| --- | --- | --- |
|  | **Actions to Take Within First Week** | **Suggested Resource** |
|[ ]  New employees will receive email notification for their UWO account activation and Employee ID number. If the employee has not received this information contact Human Resources at the contacts listed.If the employee has not received UWO email account information following the initial account setup they may call the Computer Accounts Office to get their User ID and Password (519-661-3800, Mon- Fri, 8:30am to 4:30pm).To allow access to Western systems including email, ensure employee completes:* [Steps to Activate User ID & Password](https://www.uwo.ca/hr/my_hr/access.html)
* [Setup MFA at Western](https://mfa.uwo.ca/steps_to_setup_mfa.html)
 | [Western Identity](https://wts.uwo.ca/identity/index.html) For employee UWO account activation contact, **Janice Smith,** **jsmit627@uwo.ca** For faculty UWO account activation contact, **Tanner Patry,** **tpatry2@uwo.ca**[MFA](https://mfa.uwo.ca/index.html) |
|[ ]  Provide information on how to obtain a Western Employee ID Card once the employee receives their Employee ID number. | See [UWO Registrar’s Services for](https://registrar.uwo.ca/services/facultystaff.html) [Faculty and Staff](https://registrar.uwo.ca/services/facultystaff.html) under heading Western ONECard. |
|[ ]  Schedule time to ensure employee completes Brescia's required online training:* Occupational Health & Safety Awareness Training (Worker or Supervisor)
* Workplace Hazardous Materials Information System (WHMIS)
* AODA – Customer Service Standards
* Workplace Violence and Harassments (Worker or Manager)
* COVID-19 Employee Health and Safety
* Building Inclusivity through Anti-Racism e-Learning module 1 (available December 2022)
* Ensure employee completes the additional required training specific to their role (if requested).
 | Employee will receive an account activation email to create a login and password from HRdownloads following the commencement of their employment |
|[ ]  Ensure the employee has completed and returned their payroll forms to the payroll office. | [Payroll Forms](https://brescia.uwo.ca/hr/working_at_brescia/new_employee_orientation/payroll_forms.php)Payroll Office: MSJ rm.153brescia.payroll@uwo.ca |
|[ ]   Take the employee on a tour of the campus highlighting the areas that  the employee will be using regularly. |  [Brescia Campus map](https://brescia.uwo.ca/transportation_parking/docs/brescia_map.pdf)[Beryl Ivey Library map](https://brescia.uwo.ca/transportation_parking/docs/beryl_ivey_library_map_upated.pdf)[Campus maps](http://www.geography.uwo.ca/campusmaps/)[Brescia-Kings Shuttle Bus Routes & Schedules](https://www.kings.uwo.ca/current-students/campus-life/bus-service/) |
|[ ]  Point out helpful Brescia webpages for the role. | [www.brescia.uwo.ca](http://www.brescia.uwo.ca)[Employee Directory](https://brescia.uwo.ca/directory/index.php) |
|[ ]  Direct the employee how to contact their association to learn about their role and services (if applicable). | [Staff Association](https://brescia.uwo.ca/hr/working_at_brescia/staff_association.php)[Faculty Association](https://brescia.uwo.ca/hr/working_at_brescia/faculty_association.php) |
|[ ]  Encourage employee to add their mobile number to the Your Alert WesternU Account:* [Alert WesternU](https://alert.westernu.ca/) is Western’s emergency mass notification system that issues important safety messages in the event of a campus-wide emergency.
* Subscribers are strongly encouraged to add a mobile number to their Alert WesternU account to receive a text message, in addition to an email.
* For other customization features, [watch How-to Customize your Alert WesternU Account on YouTube.](https://www.youtube.com/watch?v=VvSys01fp9I)

Brescia students, faculty and staff are automatically enrolled in the system via their @uwo.ca email address and will receive email notifications. | [Alert WesternU](https://alert.westernu.ca/customize/) |
|[ ]  **Insert Any Additional Training** |  |

|  |  |  |
| --- | --- | --- |
|  | **Actions to Take in Week Two** | **Suggested Resource** |
|[ ]  Continue employee job shadowing (if provided) or more in-depth training to ensure the employee is viewing various tasks related to their role. |  |
|[ ]  Have employee begin any legislatively required training. |  |
|[ ]  Provide the employee with information related to Brescia’s Organization Structure, department and University policies and procedures. | [College Polices](https://brescia.uwo.ca/about/governance/policies.php)[Travel Policy &](https://brescia.uwo.ca/hr/payroll_pension_benefits/current_employee_payroll/expense_reimbursements.php)[Expense Claim Reimbursements](https://brescia.uwo.ca/hr/payroll_pension_benefits/current_employee_payroll/expense_reimbursements.php) |
|[ ]  Orientate the employee with Brescia’s Strategic Plan, Mission & Vision. | [Who We Are](https://brescia.uwo.ca/about/who_we_are/) |
|[ ]  Employee to attend orientation with HR (if applicable). Orientation will include introduction to terms and conditions of employment, payroll information, benefits and pension information, time off and more. *New employees are provided directions to set up this meeting with their employment contract but manager can also set up if preferred as part of orientation plan.* | [ESS](https://bracknet2020.vm.its.uwo.ca/selfservice/)[Benefit Entitlements for Staff Employees](file:///W%3A%5Cbrall%5CzHR%20docs%5CBenefit%20Entitlements%20for%20Staff%20Employees.docx) |
|[ ]  **Insert Any Additional Training** |  |

|  |  |  |
| --- | --- | --- |
|  | **Actions to Take in Week Three** | **Suggested Resource** |
|[ ]  Check-in with the employee informally to ensure things are going well and to address any concerns or questions. |  |
|[ ]  Gather feedback on the employee's performance. |  |
|[ ]  Provide information and initial coaching to employee on their role and duties expected of them (**if required**). |  |
|[ ]  **Insert Any Additional Training** |  |

|  |  |  |
| --- | --- | --- |
|  | **Actions to Take in Week Four** | **Suggested Resource** |
|[ ]  Provide a formal coaching session addressing any concerns of the employee (**if required**). Ensure the employee is fully aware of their duties and responsibilities as well as goals and job expectations. |  |
|[ ]  Meet to establish concrete goals to help clarify expectations and give clear stepping stones to follow (**if required)**. |  |
|[ ]  Ensure employee has completed all required training. |  |
|[ ]  Define any additional training required of the employee (including any external training requirements) or professional development options.Connect with Human Resources if there are areas of training that may be helpful for the employee. We have access to many training modules that can be assigned to employees from ladder safety to customer service modules. | [BUCSA Tuition Assistance Form](https://uwoca-my.sharepoint.com/personal/buccomms_uwo_ca/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fbuccomms%5Fuwo%5Fca%2FDocuments%2FFaculty%20and%20Staff%2Ftuition%5Fassistance%5Frequest%5Fform%2Epdf&parent=%2Fpersonal%2Fbuccomms%5Fuwo%5Fca%2FDocuments%2FFaculty%20and%20Staff)[Non-Credit Computer Courses](https://wts.uwo.ca/courses/brochure/index.html) |
|[ ]  **Insert Any Additional Training** |  |