

5.07A: New Employee Orientation Checklist - Central Office Staff

Employee Information	
Name:	Meeting Date:
Position:	Supervisor:
☐ Provide each employee with an Employee Handbook, and review its contents (ie. parking, office hours, phone system, sign in/out board, expense claims, security system, recording absences, dress code, etc.).	
General Information	
• Tour of LSSD website/SharePoint site • School Contact List • School Year Calendar • CO Internal Contact List • Board of Education Contact List • Organizational Chart • Operational Plan • School Division Map • Computer login/password; email address/password • Social Committee Package (Sunshine Fund) • Communications Package (Release Form) • Payroll package • Conditions of Employment • Aesop • AppliTrack (for Managers and Senior Administrators)	
Procedures	
General - Location of Living Sky School Division's Procedures Specific: • 4.37 Computer Technology Acceptable Use • 5.31 Workers' Compensation • 5.32 Personal, Discriminatory and Sexual Harassment • 5.33 Employee Use of Social Media • 5.34 Lone Worker • 5.35 Occupational Health and Safety • The applicable supervision and evaluation procedure	
Office Tour and Introductions	
• Introduction to Central Office co-workers • Location of washrooms, staff room, first aid kit, meeting rooms • Location of office equipment (photocopiers, fax machines, printers, etc.) and supplies (paper, pens, etc.)	
Position Description/Department Specific Information (Supervisors)	
☐ Review job description and key responsibilities	
☐ Review initial job assignment and training plans	

Signatures:

HR _____; Supervisor _____; Employee _____

Keep on file at Central Office.