

**GOVERNMENT OF PRINCE EDWARD ISLAND
PUBLIC SERVICE COMMISSION
Orientation Checklist for New Employees**

Position #: _____

Employee Name: _____
Department/Division: _____
Location: _____
Start Date: _____

Section A: Prior to Employee's Arrival (To be completed by Supervisor)

Initial

1. Follow-up with human resources/payroll to ensure the following has been received:	
• Criminal records check (including vulnerable sector, if applicable)	
• Signed Conflict of Interest Form	
• Signed letter of offer	
• Proof of credentials (if applicable)	
• Permission to obtain driver's abstract (if applicable)	
2. Provide human resources/payroll with the employee's start date.	
3. Contact the new employee to ensure they are aware of:	
• Start time	
• Worksite address	
• Contact person	
• Parking options	
• Security procedures	
• To provide banking information (e.g. void cheque) and a copy of their drivers license on the first day of employment	
4. Ensure workspace and equipment is available and accommodation requirements are met.	
5. Arrange for equipment setup, access and related training:	
• Computer	
• Software – Groupwise and other software applications	
• Printers	
• Telephone	
• Cell phone (if applicable)	
• Other	
6. Notify staff of employee's arrival date and duties.	
7. Identify a team member to assist in the orientation/mentoring.	
8. Schedule time to spend with the new employee during their first day.	

Section B: Employment Commences (To be completed by Supervisor)

Initial

1. Greet new employee and outline orientation.	
2. Discuss the mission of the department/division and how the employee's role aligns with the mission.	
3. Describe the structure of the department. (Have a copy of the organizational chart available.)	
4. Discuss your individual communication style (e.g. e-mail versus phone, open door versus scheduled meetings).	
5. Introduce new employee to co-workers and the team member who will be assisting in the orientation/mentoring.	
6. Familiarize the employee with:	
• Workplace	
○ Emergency evacuation, restroom, lunchroom, common area, first aid kit location, first aid and CPR contacts, supply cabinet/room, employee bulletin board, printer, etc.	
○ Security – access card, keys, combinations to offices/desks, etc.	
○ Building hours – after hour entry/exit procedures	
○ Parking	
○ Recycling	
• Information Technology	
○ Peoplesoft Self Service – leave requests, training updates, etc.	
○ Insite Portal	
○ Group Wise	
○ Other	
• Contacts and Resources	
○ Staff directory, phone list, department and government websites, etc.	
• Training and Development	
○ Application process	
○ Mandatory training (if applicable)	
• Other	
○ Probationary period and performance reviews	
○ Internal job application process and posting bulletin board locations	
7. Explain performance expectations as to:	
• Duties (provide and review position questionnaire)	
• Attendance and punctuality (shift schedules, leave requests procedure, vacation, sick leave, reporting, lunch, rest breaks, flexible working hours, etc.)	
• Overtime	
• Handling confidential information	
• Personal conduct standards – general appearance, contact with public, etc.	
• Personal telephone, cell phone and equipment usage	
• Purchase requests, shipping, expense reports, etc.	
• Monthly travel allowances (if applicable)	

8. Complete and /or obtain the following:	
• Government ID/Access Card Form	
• Employee contact information, including emergency contacts	
• Staff fund (if applicable)	
• Telework Agreement (if applicable)	
• Portable Computer Agreement (if applicable)	
• Immunizations records (if applicable)	
9. Occupational Health & Safety – Review the following with the employee:	
• Procedures, incident reporting, WCB and OH&S Committee Members, etc. https://psc.gpei.ca/occupational-health-and-safety	
• Occupational Health & Safety Policies – Human Resource Policy Manual 9.01 https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.01.pdf	
○ Smoking in the Workplace https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.02.pdf	
○ Scent https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.03.pdf	
○ Working Alone https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.04.pdf	
○ Violence in the Workplace https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.05.pdf	
10. Policies – Review the following with the employee:	
• Conflict of Interest Human Resource Policy and Procedures Manual 5.03 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s5.03.pdf	
• Criminal Records Check Human Resources Policy and Procedures Manual 3.09 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/criminalrecchec.pdf	
• Fraud Awareness and Reporting Treasury Board Policy and Procedures Manual 21.01 http://iis.peigov/dept/tboard/manual/pdf/SEC2101-May2016.pdf	
• IT Security and Computer Use Human Resource Policy and Procedures Manual 5.06 https://psc.gpei.ca/sites/psc.gpei.ca/files/HRManual_5.06.pdf	
• Prevention and Resolution of Harassment in the Workplace Human Resource Policy and procedures Manual 11.01 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_11.01.pdf	
• Public Interest Disclosure and Whistleblower Protection Human Resource Policy and Procedures Manual 7.06.pdf https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s7.06.pdf	
• Workforce Diversity Human Resource Policy and Procedures Manual 11.02 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s11.02.pdf	
• Workplace specific policies and procedures	
• Recorded Information Management (RIM) Treasury Board Policy and Procedures Manual Section 5.0 http://iis.peigov/dept/tboard/manual/index.html	

11. Ensure the employee has received information on:	
<ul style="list-style-type: none"> Collective Agreement https://psc.gpei.ca/sites/psc.gpei.ca/files/2013-2018_%20UPSE_Civil_Agreement.pdf or the Terms & Conditions of Employment for Excluded Employees 	
<ul style="list-style-type: none"> Emergency Procedures Manual http://iis.peigov/dept/tpw/index.html 	
<ul style="list-style-type: none"> Business Continuity Plan 	
<ul style="list-style-type: none"> Freedom of Information and Protection of Privacy Act https://www.princeedwardisland.ca/sites/default/files/legislation/F-15-01-Freedom%20of%20Information%20and%20Protection%20of%20Privacy%20Act.pdf 	
<ul style="list-style-type: none"> Employee Assistance Program https://psc.gpei.ca/employee-assistance-program 	
<ul style="list-style-type: none"> Employee Innovation Awards Program https://psc.gpei.ca/employee-innovation-awards-program 	

12. Arrange appointments with specific employees and with Departmental RIM Coordinator.	
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13. Review training schedule with employee and the need for employee to complete RIM101. RIM101 can either be attended by class or online, Departmental RIM Coordinator must be notified upon completion.	
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14. Schedule meeting with employee prior to expiry of probationary/trial period.	
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15. Order business cards and name plate for employee (if applicable).	
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Section C: HR and Payroll (To be completed by HR and Payroll)

Initial

1. Provide information on employee's compensation:	
<ul style="list-style-type: none"> Salary rate, pay schedule, vacation pay, deductions (optional and mandatory) 	
<ul style="list-style-type: none"> Civil Service Superannuation Fund - http://www.peicssf.ca/ (if applicable) 	
<ul style="list-style-type: none"> Public Sector Group Insurance Plan – http://www.mybenefitplan.ca (if applicable) 	

2. Complete and/or obtain employee payroll and related records:	
<ul style="list-style-type: none"> Oath of Office Form 	
<ul style="list-style-type: none"> TD1 (federal) and TD1 (provincial) Forms 	
<ul style="list-style-type: none"> Direct Deposit Form – payroll and other 	
<ul style="list-style-type: none"> Insite/Peoplesoft Access Authorization Form 	
<ul style="list-style-type: none"> Acceptable Use Agreement for Government – Provided Computer Technology Form 	
<ul style="list-style-type: none"> Drivers License (copy) 	

Employee's Signature

Supervisor's Signature

Please provide a photocopy to the employee and return the completed original to the departmental human resource contact within one week of a new employee's start date.