

**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: | ■■■■ |
| • Signed letter of offer | |
| • Criminal records check (including vulnerable sector, if applicable) | |
| • Completed TD1 (federal) and TD1 (provincial) forms | |
| • Employee contact information, including emergency contacts | |
| • Signed Oath of Office | |
| • Signed Conflict of Interest form https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s5.03.pdf | |
| • Direct deposit information or voided cheque | |
| • Copy of driver's license | |
| • Immunizations records (if applicable) | |
| • Proof of credentials (if applicable) | |
| • Permission to obtain driver's abstract (if applicable) | |
| • Employee fund (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 (i.e. Department/Division Administrative Assistant, etc.) | |
| • Parking options | |
| • Security procedures for relevant building site | |
| • To provide banking information (e.g. void cheque) and a copy of their driver's license on the first day of employment | |
| 4. Ensure workspace and equipment is available and accommodation requirements are met. | |
| 5. Complete forms for equipment setup, access and related training: | ■■■■ |
| • Computer | |
| • Software – GroupWise, VPN and other software applications http://iis.peigov/forms/pdf/ITSS%20Request%20for%20Wireless%20Access.pdf http://iis.peigov/forms/index.html | |
| • Printers | |
| • Telephone | |
| • Cell phone (if applicable) | |
| • Building access swipe card | |

| | |
|--|--|
| 6. Notify staff of employee's arrival date and duties. | |
|--|--|

| | |
|---|--|
| 7. Identify a team member to assist in the orientation/mentoring. | |
|---|--|

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 | |
| ○ GroupWise | |
| ○ Other | |
| • Contacts and Resources | |
| ○ Employee directory, phone list, department and government websites, etc. | |
| • Training and Development | |
| ○ Application for funding process https://psc.gpei.ca/ > Learning & Development | |
| ○ Mandatory training (if applicable) | |
| • Other | |
| ○ Probationary period and performance reviews https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s8.01.pdf | |
| ○ Internal job application process and posting bulletin board locations | |

| | |
|---|--|
| 7. Explain performance expectations as to: | |
| • Duties (provide and review position questionnaire) | |
| • Terms & conditions of employment https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s8.01.pdf | |

| | |
|---|--|
| <ul style="list-style-type: none"> Attendance and punctuality (shift schedules, leave requests procedure, vacation, sick leave, reporting, lunch, rest breaks, flexible working hours, etc.) https://psc.gpei.ca/human-resource-policy-and-procedures-manual https://psc.gpei.ca/sites/psc.gpei.ca/files/UPSECollectiveAgreement2018-2022.pdf | |
| <ul style="list-style-type: none"> Overtime | |
| <ul style="list-style-type: none"> Handling confidential information | |
| <ul style="list-style-type: none"> Personal conduct standards – general appearance, contact with public, etc. | |
| <ul style="list-style-type: none"> Personal telephone, cell phone and equipment usage | |
| <ul style="list-style-type: none"> Purchase requests, shipping, expense reports, etc. | |
| <ul style="list-style-type: none"> Monthly travel allowances (if applicable) | |

| | |
|--|--|
| 8. Complete and /or obtain the following forms: | |
| <ul style="list-style-type: none"> Government ID/Access Card Form | |
| <ul style="list-style-type: none"> Insite/Peoplesoft Self-Service User Account Form http://iis.peigov/forms/index.html | |
| <ul style="list-style-type: none"> Telework Agreement (if applicable) https://psc.gpei.ca/sites/psc.gpei.ca/files/5.05%20Telework%20Guidelines.pdf | |
| <ul style="list-style-type: none"> Signed Acceptable Use Agreement for Government–Provided Computer Technology Form https://psc.gpei.ca/sites/psc.gpei.ca/files/InternalAcceptableUsePolicy.pdf | |

| | |
|--|--|
| 9. Occupational Health & Safety – Review the following with the employee: | |
| <ul style="list-style-type: none"> Procedures, incident reporting, WCB and OH&S Committee Members, etc. https://psc.gpei.ca/occupational-health-and-safety | |
| <ul style="list-style-type: none"> Occupational Health & Safety Policies – Human Resource Policy Manual 9.01 https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.01.pdf <ul style="list-style-type: none"> 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: | |
| <ul style="list-style-type: none"> Conflict of Interest Human Resource Policy and Procedures Manual 5.03 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s5.03.pdf | |
| <ul style="list-style-type: none"> Criminal Records Check Human Resources Policy and Procedures Manual 3.09 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/criminalrecchec.pdf | |
| <ul style="list-style-type: none"> Fraud Awareness and Reporting Treasury Board Policy and Procedures Manual 21.01 http://iis.peigov/dept/tboard/manual/pdf/SEC2101-May2016.pdf | |
| <ul style="list-style-type: none"> IT Security and Electronic Devices Human Resource Policy and Procedures Manual 5.06 https://psc.gpei.ca/sites/psc.gpei.ca/files/5.06ITSecurityandElectronicDevices.pdf | |
| <ul style="list-style-type: none"> 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 | |

| | |
|---|--|
| <ul style="list-style-type: none"> Public Interest Disclosure and Whistleblower Protection Human Resource Policy and Procedures Manual 7.06 https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_7.06.pdf | |
| <ul style="list-style-type: none"> Workforce Diversity Human Resource Policy and Procedures Manual 11.02 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s11.02.pdf | |
| <ul style="list-style-type: none"> Travel Regulations & Policy Treasury Board Policy and Procedures Manual Section 17.0 http://iis.peigov/dept/tboard/manual/index.html | |
| <ul style="list-style-type: none"> Recorded Information Management (RIM) Treasury Board Policy and Procedures Manual Section 5.0 http://iis.peigov/dept/tboard/manual/index.html | |
| <ul style="list-style-type: none"> Drug, Alcohol and Medication Human Resource Policy and Procedures Manual 9.08 https://psc.gpei.ca/sites/psc.gpei.ca/files/9.08%20AlcoholDrugandMedicationPolicy.pdf | |

| | |
|--|--|
| 11. Ensure the employee has received information on: | |
| <ul style="list-style-type: none"> Welcome to PEI Government Employee Onboarding document from HR | |
| <ul style="list-style-type: none"> Collective Agreement https://psc.gpei.ca/sites/psc.gpei.ca/files/UPSECollectiveAgreement2018-2022.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. | |
|---|--|

| | |
|---|--|
| 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. | |
|---|--|

| | |
|--|--|
| 14. Schedule meeting with employee prior to expiry of probationary/trial period. | |
|--|--|

| | |
|---|--|
| 15. Order business cards and name plate for employee (if applicable). | |
|---|--|

| 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"> Signed Acceptable Use Agreement for Government–Provided Computer Technology Form | |
| <ul style="list-style-type: none"> Driver’s 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.
