

# A Manager's Guide to Orientation for New Employees

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*Saskatchewan!* 

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## Introduction

### Why Onboarding?

Onboarding is a process developed to create a smooth adjustment for a new employee into the organization. It starts before a new employee arrives and continues for the first year of employment (or applicable length).

The PS/GE collective agreement makes orientation a requirement, stating that the employer must provide employees with appropriate orientation to perform the job; and that employees must be informed of expectations and areas requiring development with opportunity to improve.

### About Onboarding

- Focuses on a strong employee welcome, ensuring continual growth, affirming that the employee fits into the organization and is a valued team member, and enhancing long-term relationship building and retention.
- Provides upfront expectations which fosters knowledgeable, diligent employees and reduces miscommunication which could lead to low productivity, errors, anxiety and dependency on other employees.
- Introduces employees to the formal and informal culture, values and practices of the organization and has a positive impact on an employee's view of the organization.
- Involves all team members who also have a role and responsibility in making onboarding a success.
- Capitalizes on the motivation of new employees and enables new employees to more quickly perform productively in their new environment and ensures they are comfortable enough to ask questions.
- Reduces turnover and increases retention, allowing for job satisfaction, increased job performance, and reduced costs associated with these.

### Quick Tips for a Successful Onboarding

- Learn the correct pronunciation of new employees' names.
- Contact new employees prior to their first day of work.
- Express an enthusiastic welcome and ensure the workplace is friendly and positive.
- Build some fun into the first few days.
- Check-in with new employees as frequently as possible during the first week.
- Ensure new employees are provided with meaningful tasks early on.
- Provide information from a variety of sources such as one-on-one discussions, the internet, or individuals in the workplace.
- Give new employees some responsibility for their own onboarding.
- Keep the onboarding process flexible enough to meet individual needs.
- Encourage new employees to join their applicable [Employee Networks](#).
- Keep the new employees' families in mind especially if they have relocated.
- Ensure your commitment as a manager as this will determine the success of onboarding and future recruitment and retention.
- Remember onboarding is an ongoing process, not an event.

## Onboarding Framework

### Purpose

The Onboarding Framework provides a quick overview of the entire onboarding process

	Pre-Arrival	First Two Weeks	First Three Months	First Six Months/One Year
<b>Purpose</b>	<p>To create an experience that reaffirms the new employee’s decision that the Government of Saskatchewan is a <i>great place to work</i>.</p> <p>To plan and prepare for the employee’s arrival so that they do not arrive to chaos, but to an organized and prepared workplace.</p>	<p>To ensure the new employee feels welcomed, comfortable, prepared, and supported by clarifying roles and expectations.</p> <p>To reduce the time you will need to contribute later by giving the employee the proper tools to be independent and comfortable in their work environment.</p>	<p>To ensure the employee feels part of the team and understands his/her role and expectations.</p> <p>To reinforce information you have already shared and to encourage conversation with the employee about additional orientation needs.</p>	<p>To ensure the employee is still an engaged and valued contributor in meeting organizational goals.</p> <p>To ensure the employee has integrated successfully into the culture, is motivated and performing at a full working level and has meaningful and challenging work.</p>
<b>Tools Available</b>	<ul style="list-style-type: none"> <li>• <a href="#">Pre-Arrival Checklist</a></li> <li>• <a href="#">Peer Support Tools</a></li> <li>• <a href="#">Email Announcing New Employee</a></li> <li>• <a href="#">Organization Welcome Letter</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">First Week Checklist</a></li> <li>• <a href="#">Health, Safety and Wellness Orientation Checklist</a></li> <li>• <a href="#">Benefits Review Checklist</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">First Three Months Checklist</a></li> <li>• <a href="#">New Employee Orientation Information</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">First Six Months/One Year Checklist</a></li> </ul>

## 1. Pre-Arrival

### Purpose

To plan and prepare for the employee's arrival so that he/she does not arrive to chaos, but to an organized and prepared workplace.

Pre-Arrival Checklist	
<b>Work Area</b>	
<input type="checkbox"/>	Assign a workstation/phone extension *
<input type="checkbox"/>	Establish computer, network, parking pass, and telephone access *
<input type="checkbox"/>	Order furniture as needed *
<input type="checkbox"/>	Order office supplies, keys, name plate, business cards and corporate phone or credit cards. *
<input type="checkbox"/>	Order any other equipment or tools. *
<input type="checkbox"/>	Ensure email set up (with access or password). *
<input type="checkbox"/>	Ensure telephone with voicemail set up. *
<input type="checkbox"/>	Acquire building and floor access cards or security badge (24 hours' notice required).
<input type="checkbox"/>	Gather vital reference materials (e.g., phone directory, organizational chart with titles, staff lists, other contact lists, voice mail and email instruction, job description, appropriate office policies, etc.).
<input type="checkbox"/>	Ensure all administrative forms are prepared and ready to be completed.
<input type="checkbox"/>	Create a key list of people and employees that the new employee should meet and/or interview to get a broader understanding of his/her role.
<input type="checkbox"/>	Draft a work and training plan for the new employee's first three months <ul style="list-style-type: none"> <li>• <a href="#">In-Scope Work Planning and Review</a></li> <li>• <a href="#">Out-of-Scope Planning for Success</a></li> </ul>
<input type="checkbox"/>	Contact Human Resource Service Centre to confirm benefits provided to the employee (See <a href="#">Benefits Review</a> ).
<b>Communication</b>	
<input type="checkbox"/>	Send welcome email, letter or telephone call to employee after offer is accepted. See Welcome Email Template.

<input type="checkbox"/>	Provide at least one contact and encourage the new employee to ask questions prior to start date by email or phone.
<input type="checkbox"/>	Use technology and online access to coordinate multiple phase of pre-boarding and avoid stacks of paper forms and paper manuals.
<input type="checkbox"/>	'Peer' to call the new employee to welcome him/her a few days before the start date (See <a href="#">Peer Support Information</a> ).
<input type="checkbox"/>	Email to co-workers and key contacts announcing start date of new employee (See <a href="#">Email Announcing New Employee</a> ). Include a photo of employee if possible
<input type="checkbox"/>	Organize a welcome gathering (i.e. coffee break, lunch, etc.)
<b>General Support</b>	
<input type="checkbox"/>	Schedule employee for ministry-specific * and Government-wide Orientation sessions (See New Employee <a href="#">Orientation Learning Path</a> )
<input type="checkbox"/>	Schedule times for new employee to meet with key staff members. This should be scheduled in advance to ensure key staff members have time available
<input type="checkbox"/>	Assign a 'Peer ' as an immediate resource for any questions and to help guide the employee's relationship building, knowledge attainment, and problem solving
<input type="checkbox"/>	Discuss the responsibilities of the 'Peer' with selected candidate to ensure understanding of their role
<input type="checkbox"/>	Identify a meaningful project or task for the new employee to start within the first few days of commencement

\*If applicable

## Assigning Peer Support

### Purpose

To help new employees become more comfortable in their role in a shorter period of time, in a manageable way, and in an informal manner.

To assign a colleague who will provide a one-point access to questions about the office, procedures and norms, as well as be a source of support, advice and encouragement for the new employee.

Peer Selection Criteria	
An employee that:	
<input type="checkbox"/>	Is committed to their job
<input type="checkbox"/>	Demonstrates high performance
<input type="checkbox"/>	Has patience and good communication skills
<input type="checkbox"/>	Is willing to contribute some time to help
<input type="checkbox"/>	Is a peer to the new employee
<input type="checkbox"/>	Is committed to the mission, vision and values of the Government of Saskatchewan
<input type="checkbox"/>	Is proud of the organization

Role of New Employee	
<input type="checkbox"/>	Allow your Peer to share their knowledge of what's 'normal' in the organization (i.e. what's 'right' and 'wrong' here, what's expected of me, what's typical in a certain situation, what's the organization's culture?)
<input type="checkbox"/>	Contact your Peer during the day when they have indicated they are available to answer your urgent questions or issues.
<input type="checkbox"/>	Try to meet regularly for at least four hours during your first week and one hour per week thereafter. This meeting should be used to discuss any non-urgent issues you may have
<input type="checkbox"/>	Respect your Peer's ground rules regarding contact outside working hours.
<input type="checkbox"/>	Use your discretion at all times.
<input type="checkbox"/>	Accept constructive criticism.
<input type="checkbox"/>	Discussion between you and the Peer should be confidential

Note:

- Peer Support is not a replacement for the role of the supervisor and manager.
- The relationship can last six months or more and the Peer or the new employee can choose to end the relationship at any time without a required reason.

<b>Peer Support Tools</b>	
<b>Role of Peer</b>	
<input type="checkbox"/>	Assistance in understanding the culture of the organization and how to get things done
<input type="checkbox"/>	Assistance in building networks and insight into how to make them more productive and effective
<input type="checkbox"/>	Provide information. If unable to do so, find the most appropriate contact
<input type="checkbox"/>	Contact the new employee as soon as possible
<input type="checkbox"/>	Introduce the new employee to co-workers and other key people
<input type="checkbox"/>	Explain office procedures (work hours, lunch/break time, policies, Intranet, timecards, parking)
<input type="checkbox"/>	Ensure the employee knows the location of the break room, cafeteria, restroom, photocopier, fax machine, printer, fire exit, supplies, etc.
<input type="checkbox"/>	Answer any questions the employee may have
<input type="checkbox"/>	Explain who to contact for different issues (HR/IT/General Support)
<input type="checkbox"/>	Assist the new employee with sorting out all of the organization's acronyms or jargon
<input type="checkbox"/>	<p>Explain to the new employee when is and isn't a good time to contact you</p> <ul style="list-style-type: none"> <li>▪ Try to meet regularly for at least four hours during their first week and one hour per week thereafter.</li> <li>▪ This meeting (often best held over lunch or in an informal setting) should be used to discuss any non-urgent issues</li> </ul>
<input type="checkbox"/>	Most importantly, give encouragement and support
<b>Pre-Arrival Phone Call</b>	
<input type="checkbox"/>	Contact new employee by phone prior to their first day of work
<input type="checkbox"/>	Introduce yourself and welcome the new employee to your organization



<input type="checkbox"/>	Confirm start date, time, and location
<input type="checkbox"/>	Ask new employee if he/she requires directions to the office building, and if so, provide appropriate instructions.
<input type="checkbox"/>	Confirm security and parking arrangements
<input type="checkbox"/>	Inform the new employee that you look forward to meeting him/her. You will make introductions and show him/her around the workplace
<input type="checkbox"/>	Arrange to meet at a designated time and place on the first day
<input type="checkbox"/>	End the conversation by leaving your phone number with the new employee, in the event that they have any questions or would like to chat before their first day
<b>Meeting with New Employee</b>	
<b>Purpose</b>	<input type="checkbox"/> Provide general advice, guidance and encouragement <input type="checkbox"/> Explain the culture of the organization and how to get things done <input type="checkbox"/> Ensure the new employee is feeling productive and effective in his position <input type="checkbox"/> Discuss any non-urgent issues the new employee may have <input type="checkbox"/> Answer any questions the employee may have
<b>Guidelines</b>	<input type="checkbox"/> Meetings are best held over lunch or in an informal setting <input type="checkbox"/> Try to meet regularly for at least four hours during their first week and one hour per week thereafter, for a minimum of six months <input type="checkbox"/> This meeting (often best held over lunch or in an informal setting) should be used to discuss any non-urgent issues the new employee may have <input type="checkbox"/> Information shared between the Peer and the new employee should be kept confidential <input type="checkbox"/> Provide constructive criticism, if required
<b>Sample Questions</b>	<input type="checkbox"/> Do you feel welcomed by the employees in your workplace? <input type="checkbox"/> Are you beginning to feel 'at home' in the organization? <input type="checkbox"/> Do you feel you are moving towards being more productive and effective in your position? <input type="checkbox"/> Are you receiving support and encouragement from your supervisor and coworkers?

<b>Other Info to Share</b>	<p>Difference between Peer, Coach and Mentor:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Peer – is only involved in providing one point of access to operational information that is necessary for the new employee to fulfill their role in the organization</li> <li><input type="checkbox"/> Coach – seeks to increase the employee’s job-related skills. If you feel the new employee’s questions are too detailed or specific for you to answer, refer him/her to the supervisor</li> <li><input type="checkbox"/> Mentor – seeks to assist the individual with their professional and personal development. A mentor is typically someone with a great deal of experience</li> </ul>
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<b>Tips for Peers</b>	
<input type="checkbox"/>	Be patient and positive; don’t try to cover everything right away
<input type="checkbox"/>	Listening is very important (sometimes more important than giving advice)
<input type="checkbox"/>	Don’t try to force a relationship; it takes time
<input type="checkbox"/>	Look for a preferred communication style from the new employee
<input type="checkbox"/>	Don’t be judgmental
<input type="checkbox"/>	Be supportive of the organization and employees at all times
<input type="checkbox"/>	Discourage gossip and speculation

## E-Mail Announcing New Employee

(to Co-workers from Supervisor)

I am pleased to announce that [new employee] is joining our organization as [job title] in [name of branch/unit]. [Insert brief history on the new employee - optional.] [Include a photo of the employee if possible].

Please join me in welcoming [employee name] to our [branch/unit] by introducing yourself, sharing information on what you do, and creating a positive and friendly environment for them.

Thank you,

[Name of Supervisor]

## Organization Welcome Letter

(to the New Government Employee from the Supervisor) Dear

[Employee's first name]:

Welcome to the Government of Saskatchewan and the Ministry of [Ministry name] We are delighted you are joining us as a [new employee job title]. Your role is critical in fulfilling the mission of the Government of Saskatchewan.

The enclosed information [see attachment] is designed to serve as an introduction to the Government of Saskatchewan and as a foundation for assuming your responsibilities in the Ministry of [Ministry name].

There's always a lot to learn on a new job, not only about the work but also about our culture and organizational procedures. You have been assigned a Peer, [name and title], who will assist you in getting to know your new workplace and provide you with helpful support. He/she will be in touch with you in the near future.

In your first few weeks you will meet many coworkers, supervisors and managers. Feel free to talk to them to learn more about their roles, our ministry, and the public service.

There will be plenty of opportunities for you to learn and grow in your position. You will be a great asset to our team and we look forward to a positive employment relationship.

Sincerely,

[Supervisor Name]

[Supervisor Title]

Enclosures

- New Employee Information sheet

**Welcome onboard .... Build your career with us.**

**New Employee Information**

(Attachment to Welcome Letter)

1. Start date:
2. Start time:
3. Our offices are located at:
4. Security is as follows:
5. Parking is available as follows:
6. Your phone number will be:
7. Your e-mail address will be:
8. The main number in our reception area is:
9. Our dress code is:
10. On your first day of work, be prepared to present the following documents:
  - a. Social Insurance Number
  - b. A blank cheque marked "Void" (for mandatory direct deposit of your paycheque).
11. Upon arrival, you will be provided with forms to establish your official employment and to give you the opportunity to make your benefit coverage including health insurance, life insurance, designation of beneficiaries, etc.
12. The Public Employees Benefits Agency (PEBA) administers a wide range of pension and benefits plans for public sector employees. You can visit the PEBA website at <http://www.peba.gov.sk.ca/>.
13. General employee information is located on Taskroom at: <http://taskroom.sp.saskatchewan.ca>
14. Information, including frequently asked questions, on the Ministry of [Ministry name] can be found on-line at [website address].

## 2. First Two Weeks

### Purpose

To help remind you of key areas and items that should be considered to ensure that the new employee feels welcome, comfortable, and engaged. It will help in clarifying the employee’s role and your expectations and create a positive first impression.

As outlined in the previous section, some of these items may be delegated to a “Peer”.

First Week Checklist	
First Day	
<input type="checkbox"/>	Give a warm welcome and discuss the plan for the day
<input type="checkbox"/>	Tour the employee’s assigned work space
<input type="checkbox"/>	Explain where rest rooms, refreshments, and break areas are located
<input type="checkbox"/>	Provide required keys
<input type="checkbox"/>	Arrange for ID photo card and security access
<input type="checkbox"/>	Introduce the new employee to the person you’ve identified as a Peer *
<input type="checkbox"/>	Tour the building and immediate area and introduce the new employee to other staff members
<input type="checkbox"/>	Review job description, key duties, and initial job expectations
<input type="checkbox"/>	Provide Payroll and Benefit Enrolment Package and make employee aware of HR and Payroll contacts. Commencement forms are available at: <a href="#">Commencements</a> .
<input type="checkbox"/>	Review relevant policies and procedures such as: Working hours, Stat Holiday/EDO/SDO schedules, staff meetings Timecards: <a href="https://taskroom.sp.saskatchewan.ca/how-do-i/submit-a-timecard">https://taskroom.sp.saskatchewan.ca/how-do-i/submit-a-timecard</a> Telephone, email, internet use, Ministry intranet site Office organization (files, supplies, printing area, etc.) * Office resources (directories, computer program manuals, staff listing, etc.) * Commitment to Excellence, Client Service philosophy, Confidentiality Basic OH&S; building exits, fire drill routes, WHMIS, etc. Ministry Organizational Charts – review the units of your Ministry Key government policies – IT Acceptable Usage, Conflict of Interest, Incidents of Suspected Fraud or Similar Illegal Acts, Anti-Harrasment, Workplace Violence.

First Week	
<input type="checkbox"/>	Review employee's work area to ensure equipment and supplies are working and in place
<input type="checkbox"/>	Set up a brief meeting with the employee and the assigned Peer to review the first week's activities
<input type="checkbox"/>	Meet and establish an initial work plan that encompasses the first three to six months <ul style="list-style-type: none"> <li>• <a href="#">In-Scope Work Planning and Review</a></li> <li>• <a href="#">Out-of-Scope Planning for Success</a></li> </ul>
<input type="checkbox"/>	Discuss learning and development needs in relation to the initial work plan and identify how those needs will be met
<input type="checkbox"/>	Discuss the probationary process and how and when performance will be assessed
<input type="checkbox"/>	Review job specific orientation items: <ul style="list-style-type: none"> <li><input type="checkbox"/> Policies</li> <li><input type="checkbox"/> Procedures</li> <li><input type="checkbox"/> Key stakeholders</li> </ul>
<input type="checkbox"/>	Schedule a meeting with the new employee to talk about your leadership style, lines of communication, decision processes, etc.
<input type="checkbox"/>	Schedule meetings with key clients, partners, funders, board members, or other stakeholders *
<input type="checkbox"/>	Schedule the new employee's attendance at Ministry-specific* and Government-wide orientation sessions. Government-wide online orientation session information is available at: <ul style="list-style-type: none"> <li>• <a href="https://taskroom.sp.saskatchewan.ca/Documents/LearningCatalogue.pdf">https://taskroom.sp.saskatchewan.ca/Documents/LearningCatalogue.pdf</a></li> </ul>
<input type="checkbox"/>	Introduce the new employee to senior Ministry staff *
<input type="checkbox"/>	Organize job specific training
<input type="checkbox"/>	OH&S detailed review (See <a href="#">OH&amp;S Checklist</a> ), WHMIS *If Applicable

## Health Safety and Wellness Orientations Checklist

*Employers have legislated responsibilities to ensure employees are aware of their health and safety responsibilities, hazards and hazard controls in their workplace. The Government of Saskatchewan is committed to providing orientation and job-specific training to meet these obligations and support an incident-free workplace. This checklist provides for the general orientation of health, safety and wellness topics and may be customized to meet the specific needs of a workplace.*

This checklist may be used to review health, safety and wellness basics with:

- ✓ New employees;
- ✓ Employees new to the workplace/worksites;
- ✓ Occupational Health Committee members;
- ✓ All employees as part of annual workplace safety reviews.

Ensure the following:

- ✓ Arrange for additional health, safety or wellness training as necessary;
- ✓ Check off and sign when completed;
- ✓ Maintain on employee's HR file.

Orientation Date (MM/DD/YY)

### Employee Information

Employee Name

Employee Number

Email

Ministry

Branch/Division

Supervisor

Employee Number

Work Location Address



Health, Safety, Wellness Item to be Reviewed	Check if reviewed	Note if N/A
<b>Occupational Health and Safety (OHS) Legislation</b> <i>Health and safety in Saskatchewan workplaces is governed by The Saskatchewan Employment Act and regulations and apply to employers, supervisors/managers, employees, contractors, suppliers and owners.</i>		
1. <a href="#">Saskatchewan Employment Act (SEA)</a> ➤ PART III of SEA	<input type="checkbox"/>	
2. <a href="#">Occupational Health and Safety(OHS) Regulations</a> ➤ Informed where to find a copy of SEA and OHS Regulations.	<input type="checkbox"/>	
<b>Employee's Three Rights</b> <i>Authority to make changes in the workplace is ultimately the decision of the employer. To balance this, the SEA sets out three basic rights for workers.</i>		
1. <i>Right to Know</i> ➤ Workers have a right to know about the hazards of the job/workplace and safe work procedures to be followed.	<input type="checkbox"/>	
2. <i>Right to Participate</i> ➤ Workers have the right to report hazards and participate in the development of safety controls. ➤ They have the right to participate on Occupational Health Committees, raise safety concerns and be involved in resolutions.	<input type="checkbox"/>	
3. <i>Right to Refuse</i> ➤ Workers have the right to refuse work that the worker believes is unusually dangerous, would normally stop work or where the worker is not equipped or trained (SEA 3-31). ➤ Work Refusal Process.	<input type="checkbox"/>	
<b>Workplace Responsibility System</b> <i>With rights comes responsibility. In the workplace, everyone shares the responsibility based on their level of assigned authority. Ensure employee is aware of their level of responsibility.</i>		
1. <a href="#">General duties of employer</a>	<input type="checkbox"/>	
2. <a href="#">General duties of supervisors</a>	<input type="checkbox"/>	
3. <a href="#">General duties of employees</a>	<input type="checkbox"/>	
<b>Safety Structure/Governance</b> <i>Each ministry has a designated safety structure to ensure the success of health, safety and wellness programs.</i>		
1. Ministry Safety Structure	<input type="checkbox"/>	
2. Name of ministry's Safety Champion	<input type="checkbox"/>	
3. Manager/Supervisor to report OHS concerns/incidents to	<input type="checkbox"/>	
4. Occupational Health Committee – who Members/Representatives are, where OHS Bulletin Board and meeting minutes are, etc.	<input type="checkbox"/>	
5. Identify ministry safety professionals, Safety Champion Operational Committee member, Healthy Workplace Steering Committee member, Central Incident Resource or other ministry resources that administrate safety, etc.	<input type="checkbox"/>	

<b>Health and Safety Policies and Programs</b> <i>Share all health and safety related policies, programs and procedures.</i>		
Public Service Commission – HR Manual on <a href="#">Taskroom</a> :		
704 - Workers' Compensation	<input type="checkbox"/>	
705 - Employment Accommodation	<input type="checkbox"/>	
712 - Extreme Weather Attendance Guidelines	<input type="checkbox"/>	
805 - Substance Use and the Workplace	<input type="checkbox"/>	
807 - Anti-Harassment Policy	<input type="checkbox"/>	
809 – Communicable Diseases	<input type="checkbox"/>	
811 - Response to Fatality at Workplace	<input type="checkbox"/>	
812 - Smoke-Free Workplace Policy – Identify smoking locations	<input type="checkbox"/>	
815 - Workplace Violence Policy	<input type="checkbox"/>	
817 - Attendance Support	<input type="checkbox"/>	
818 - OHS Incident Reporting and Investigation (IRI)	<input type="checkbox"/>	
819 – Health, Safety and Wellness Policy	<input type="checkbox"/>	
<a href="#">Guidelines for Managing Office Ergonomics in the Workplace</a>	<input type="checkbox"/>	
<a href="#">Guidelines for Hazard Identification and Risk Assessment</a>	<input type="checkbox"/>	
<a href="#">Guidelines for Addressing Allergies and Sensitivities in the Workplace</a>	<input type="checkbox"/>	
<b>Incident Reporting and Investigation</b> <i>Reporting incidents prevents injuries. Employees are supported when reporting unsafe acts or conditions that have the potential to cause an incident to occur. Employees to take required training and report all incidents that occur to ensure the causes are identified through an investigation and addressed through corrective action.</i>		
1. Corporate policy and appendices - <a href="#">818-OHS Incident Reporting and Investigation</a> : ➤ <a href="#">Appendix A: Reporting Flowchart</a> ➤ <a href="#">Appendix C: Incident Reporting and Investigation Form 101</a>	<input type="checkbox"/>	
2. If workplace injury/illness occurs ➤ <a href="#">WCB Forms</a> ➤ <a href="#">Process</a> ➤ Ministry specific procedures ➤ <a href="#">Stay at or Return to Work Form 111</a> and <a href="#">Be At Work Program</a>	<input type="checkbox"/>	
3. <b>Ministry specific procedures and other forms</b> ➤	<input type="checkbox"/>	
<b>Respectful Workplace</b> <i>Everyone deserves to work in an environment of respect that is free of harassment, threats and violence. We all share in the responsibility to create a culture that supports both our physical and psychological well-being.</i>		

1. Harassment, 807 Anti-Harassment Policy and ministry specific procedures	<input type="checkbox"/>	
2. Threat/Violence, 815 Workplace Violence Policy and ministry specific policy and procedures	<input type="checkbox"/>	
3. Workplace Allergens and Sensitivities - Staffroom/Culture/Health Safety Wellness/Occupational Health and Safety	<input type="checkbox"/>	
<b>Healthy Workplaces</b> <i>Healthy Workplaces is the government-wide initiative to implement the <b>National Standard for Psychological Health and Safety in the Workplace</b>. Healthy Workplaces focuses on promoting employee's psychological health and preventing psychological harm at work through the <b>13 psychosocial factors</b>.</i>		
1. <a href="#">Healthy Workplaces Library</a>	<input type="checkbox"/>	
2. Additional Healthy Workplaces resources on <a href="#">Staffroom</a> , <a href="#">Taskroom</a> , Culture, Health, Safety and Wellness, Occupational Health and Safety, Healthy Workplaces pages.	<input type="checkbox"/>	
<b>Employee and Family Assistance Program (EFAP)</b> <i>The Employee and Family Assistance Program includes access to short-term professional counselling, and additional wellness services such as legal and financial support, physical health assistance and career counselling.</i>		
1. EFAP resources on <a href="#">Taskroom</a>	<input type="checkbox"/>	
<b>Ergonomics</b> <i>Ergonomics is about fitting the job or task to the worker to optimize the interaction between people and their work environment. This assists in preventing and resolving ergonomic related injuries.</i>		
1. <a href="#">Guidelines for Managing Office Ergonomics in the Workplace</a>	<input type="checkbox"/>	
2. Review respective ministry policy and procedures	<input type="checkbox"/>	
3. Outline hazards, risks and controls for repetitive/heavy work	<input type="checkbox"/>	
4. Understanding the <a href="#">Risks of Musculoskeletal Injuries</a> (MSI)	<input type="checkbox"/>	
5. Additional ergonomic resources on Staffroom, Taskroom, Culture, Health, Safety and Wellness, Occupational Health and Safety pages	<input type="checkbox"/>	
<b>Biological/Infection Control</b> <i>To provide direction for both management and employees concerning work related situations that may develop due to contact with a communicable disease.</i>		
1. HR Manual Policy <a href="#">809 Communicable Diseases</a>	<input type="checkbox"/>	
2. <a href="#">Communicable disease guidelines</a>	<input type="checkbox"/>	
3. <b>Ministry policies and procedures (i.e. Exposure Control Plan) where applicable</b>	<input type="checkbox"/>	
<b>Emergency Preparedness and Response</b> <i>Emergency preparedness includes all activities, such as plans, procedures, contact lists and exercises, undertaken in anticipation of a likely emergency. The goal of these preparedness activities is to make sure that the workplace is ready and able to respond quickly and effectively in the event of an emergency.</i>		
1. List of employees certified in First Aid and CPR - electronic and hard copy	<input type="checkbox"/>	
1. List of employees certified in mental health/psychological first aid (if	<input type="checkbox"/>	

applicable) - electronic and hard copy		
2. List of fire wardens (electronic and hard copy)	<input type="checkbox"/>	
3. Identify on-site evacuation warden for emergency evacuation walk through (if applicable)	<input type="checkbox"/>	
4. Outline emergency response plans (medical emergency, fire, evacuation, hazardous materials, bomb threat, violence, security, crime, severe weather)	<input type="checkbox"/>	
5. Outline medical emergency procedures during and after workhours	<input type="checkbox"/>	
6. Emergency phone number location, including emergency response team where applicable	<input type="checkbox"/>	
7. Automated external defibrillator (AED) machine locations	<input type="checkbox"/>	
8. First aid station location and first aid registry	<input type="checkbox"/>	
9. Fire evacuation plan including muster point and annual fire drill protocols	<input type="checkbox"/>	
10. Fire extinguisher, fire hose cabinet, pull station, alarm panel locations	<input type="checkbox"/>	
11. <b>Communication – links to ministry specific contact information</b> ➤	<input type="checkbox"/>	
<b>Ministry or Job Specific Training, Standard Operating Procedures, Safety Programs and Policies</b> (PME, WHMIS 2015, TDG, Confined Spaces, Lifting, Hazard ID, JSA, Scent Free) <i>Note: Job specific orientation and training is to be performed by supervisor or OHS Representative. Use Appendix A: Work Procedure/Practice Training Observation Checklist as needed.</i>		
1. List of Occupational Health and Safety Committee members	<input type="checkbox"/>	
2. Occupational Health and Safety meeting minutes' location	<input type="checkbox"/>	
3. (electronic and hard copy)	<input type="checkbox"/>	
4. Safety data sheet binder location	<input type="checkbox"/>	
5. <b>Example: Use of equipment/tools</b>	<input type="checkbox"/>	
6. <b>Example: Material handling/lifting techniques and equipment</b>	<input type="checkbox"/>	
7. <b>Example: Workplace hazards and precautions</b>	<input type="checkbox"/>	
8. <b>Example: Respiratory protection program</b>	<input type="checkbox"/>	
9. <b>Example: Location of emergency shower and/or eye wash station</b>	<input type="checkbox"/>	
10. <b>Example: Mechanical ventilation (e.g. fumehoods).</b>	<input type="checkbox"/>	
11. <b>Example: Control of Hazardous Energy – Lockout/tagout , double block and bleed, and other methods</b>	<input type="checkbox"/>	
12. <b>Example: Pre-Job inspections and logbooks</b>	<input type="checkbox"/>	
13. <b>Example: Chemical spill kit</b>	<input type="checkbox"/>	
14. <b>Example: Working from heights (ladders/scaffold) and fall protection program</b>	<input type="checkbox"/>	
15. <b>Example: Working alone or at an isolated place of employment</b>	<input type="checkbox"/>	
16. <b>Example: Personal Protective Equipment</b>	<input type="checkbox"/>	
17. <b>Example: Noise control and hearing conservation</b>	<input type="checkbox"/>	
18. <b>Example: Powered mobile equipment</b>	<input type="checkbox"/>	

19. <i>Example:</i> Hoists, cranes and lifting devices	<input type="checkbox"/>	
20. <i>Example:</i> Rigging	<input type="checkbox"/>	
21. <i>Example:</i> Maintenance – reparative and preventative	<input type="checkbox"/>	
<b>REQUIRED Health and Safety Training Modules</b>		
<i>Training to be completed within two months of initial orientation session.</i>		
1. <a href="#">Incident Reporting Policy Training</a>	<input type="checkbox"/>	
2. <a href="#">Respect in the Workplace</a>	<input type="checkbox"/>	
3. <a href="#">Substance Use and the Workplace</a>	<input type="checkbox"/>	
4. <a href="#">WHMIS (Workplace Hazardous Material Information System) 2015: An Introduction</a>	<input type="checkbox"/>	
<b>Ministry REQUIRED Health and Safety Training Modules</b>		
<i>Training to be completed within two months of initial orientation session.</i>		
➤	<input type="checkbox"/>	
➤	<input type="checkbox"/>	
<b>Optional Health, Safety and Wellness Training Modules</b>		
1. <a href="#">Office Ergonomics</a>	<input type="checkbox"/>	
2. <a href="#">Musculoskeletal Disorders</a>	<input type="checkbox"/>	
3. <a href="#">Allergens and Sensitivities in the Workplace</a>	<input type="checkbox"/>	
4. <a href="#">Anti-Harassment</a>	<input type="checkbox"/>	
5. <a href="#">Mental Health Awareness</a>	<input type="checkbox"/>	
6. <a href="#">Incident Reporting and Investigation (IRI) App - For Employees</a>	<input type="checkbox"/>	
7. <a href="#">Disability Awareness</a>	<input type="checkbox"/>	
8. <a href="#">Violence in the Workplace</a>	<input type="checkbox"/>	
9. <a href="#">Skid Smart Collision Avoidance</a>	<input type="checkbox"/>	
10. <a href="#">Intimate Partner Violence and the Workplace</a> – Confidential access	<input type="checkbox"/>	
11. <a href="#">Workload Management and Balance</a> – Confidential access	<input type="checkbox"/>	
12. <a href="#">Psychological Support</a> – Confidential access	<input type="checkbox"/>	
13. <a href="#">Psychological Protection</a> – Confidential access	<input type="checkbox"/>	
14. <a href="#">Clear Leadership and Expectations</a> – Confidential access	<input type="checkbox"/>	
<b>GoS REQUIRED Health and Safety Training Modules for SUPERVISORS and MANAGERS</b>		
<i>Training to be completed within four months of initial orientation session.</i>		
1. <a href="#">Managing Safely or Supervision and Safety</a>	<input type="checkbox"/>	
2. <a href="#">Workplace Incident Investigation</a> and <a href="#">Workplace Inspection Training</a> OR <a href="#">Occupational Health Committee Level 2</a>	<input type="checkbox"/>	
3. <a href="#">How to Administer the Substance Use and the Workplace Policy</a>	<input type="checkbox"/>	

<b>Optional Health, Safety and Wellness Training Modules for SUPERVISORS and MANAGERS</b>		
1. <a href="#">Incident Reporting and Investigation (IRI) App – For Supervisors</a>	<input type="checkbox"/>	
2. <a href="#">Accommodating Employees: Introduction</a>	<input type="checkbox"/>	
3. <a href="#">Accommodation: A Manager's Guide to Accommodating Employees</a>	<input type="checkbox"/>	
<b>Employee Responsibilities</b>		
<i>Under OHS legislation, employees have both rights and responsibilities.</i>		
1. I will work and act safely	<input type="checkbox"/>	
2. I will follow safe work procedures and safety rules	<input type="checkbox"/>	
3. I will report hazards and incidents	<input type="checkbox"/>	
4. I know what to do and who to contact if I have a health and safety concern	<input type="checkbox"/>	
5. I will use required personal protective equipment	<input type="checkbox"/>	
6. I will not to participate in harassment	<input type="checkbox"/>	
7. I know and will comply with health and safety legislation	<input type="checkbox"/>	
8. I will co-operate with the workplace's OHC or representative	<input type="checkbox"/>	
9. <b>List any additional standards applying to the employee's work, such as industry best practices, use of fork lifts or other equipment, and how to inspect tools, equipment, or machinery</b>	<input type="checkbox"/>	
<b>Addressing Health and Safety Concerns Procedures and Responsibilities</b>		
<i>Hazard identification, and the steps taken to minimize the risks associated, are a critical component to working safely.</i>		
1. I will control a hazard if I have the authority, training and experience to do so and report it to a supervisor upon containment	<input type="checkbox"/>	
2. If I cannot control a hazard, I will report it to my supervisor for corrective action	<input type="checkbox"/>	
3. If a hazard is not corrected, I will contact the Occupational Health Committee or Representative	<input type="checkbox"/>	
<b>Additional Information</b>		
<i>If there is any other relevant safety information, policies, or procedures the employee should know, please fill in the columns below.</i>		
➤	<input type="checkbox"/>	
➤	<input type="checkbox"/>	

***The above-named employee has the necessary personal protective equipment and has been instructed in the health, safety and wellness items checked above. Recertification in training will be provided within the timeframe necessary.***

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Supervisor's Name (Please print)

Region/Branch/Location

Signature

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Employee's Name (Please print)

Region/Branch/Location

Signature

**Appendix A: Work Procedure/Practice Training Observation Checklist**

<b>Trainee Name:</b>			
<b>Trainer Name:</b>			
<b>Branch/Division, Ministry:</b>			
<b>Job Title:</b>			
<b>Date of Training:</b>			
<b>Procedure or Practice:</b>			
<b>Did the trainee perform the following skills/tasks?</b> <i>List required skills/tasks individually in this section.</i>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Trainee's performance was:</b> <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement*  *Opportunities for improvement should be discussed and monitored.			
<b>Trainee's comfort level with performing the tasks above:</b> <input type="checkbox"/> Comfortable <input type="checkbox"/> Uncomfortable*  *If a trainee expresses that they are uncomfortable with any of the tasks above, additional opportunities for training and observation may be considered.			
<b>Feedback to Trainee</b>			
<b>Trainee Comments</b>			
<b>Date</b>	<b>Trainee Signature</b>		
<b>Date</b>	<b>Trainer Signature</b>		

## Benefits Review

### Purpose

To acquaint employees regarding their benefits which are presented in an organized and prepared list.

Complete information can be in [Taskroom](#).

Benefits Checklist	
<input type="checkbox"/>	Pension
<input type="checkbox"/>	Group Life Insurance
<input type="checkbox"/>	Disability
<input type="checkbox"/>	Dental Benefits
<input type="checkbox"/>	Health Benefits
<input type="checkbox"/>	Sick Leave
<input type="checkbox"/>	Pressing Necessity/Family Responsibility
<input type="checkbox"/>	Earned Day Off
<input type="checkbox"/>	Vacation Leave
<input type="checkbox"/>	Designated Holidays
<input type="checkbox"/>	Flexible Hours of Work Arrangement
<input type="checkbox"/>	Deferred Salary Leave Plan (DSLPL)
<input type="checkbox"/>	Employee and Family Assistance Plan (EFAP)
<input type="checkbox"/>	Tuition and Books
<input type="checkbox"/>	Maternity/Paternal/Adoption Leave and Top Up
<input type="checkbox"/>	Telework
<input type="checkbox"/>	Northern Benefits *
<input type="checkbox"/>	SGEU Membership (In-Scope Employees)
<input type="checkbox"/>	Maternity/Paternal/Adoption Leave and Top Up

\* If Applicable



### 3. First Three Months

#### Purpose

To reinforce information, you have already shared and to encourage a conversation with your employee about additional orientation needs.

First Three Months Checklist	
<input type="checkbox"/>	Ensure the new employee has attended Ministry-specific* and Government-wide orientation sessions.
<input type="checkbox"/>	Meet with employee to review progress on the initial work plan. Provide any relevant feedback on performance to date <ul style="list-style-type: none"> <li>• <a href="#">In-Scope Work Planning and Review</a></li> <li>• <a href="#">Out-of-Scope Planning for Success</a></li> </ul>
<input type="checkbox"/>	Meet with the employee's Peer to review progress on integration into the division/branch/team. Follow-up to resolve any issues
<input type="checkbox"/>	Follow-up on scheduled meetings with other staff members, clients, partners, funders, board members, or other stakeholders to ensure they are occurring *
<input type="checkbox"/>	Follow-up on any questions the employee has regarding HR, pay or benefits – refer them to the appropriate HR Consultant if needed
<input type="checkbox"/>	Review and follow through on any learning and development activities agreed to earlier
<input type="checkbox"/>	Continue job specific training
<input type="checkbox"/>	Meet with employee to discuss the onboarding process so far. Encourage suggestions and feedback on any areas of improvement or of concern to the new employee.

\* If Applicable

## New Employee Orientation Information

### Purpose:

- 1) The Government of Saskatchewan New Employee Orientation Learning path consists of 8 e-learning modules that will provide new employees with valuable information to get started in their career as a public service employee. The information in this series of courses will include: welcome messages from the Deputy Minister to the Premier, and Executive Council; an overview of the Human Resource Service Centre's services; an understanding of the financial management framework; content on and employee's health, safety and wellness; an understanding of the Government accountability framework; and information on the Government pension plan.

### Considerations:

- Attempt to provide this session no later than 3 months following an employee's start date.
- The topics that will be covered in the New Employee Orientation includes:
  - o Introduction to Government
  - o Executive Council Welcome
  - o Role the Public Service Employee
  - o Financial Management in Government
  - o Human Resource Service Centre
  - o Integrated Health, Safety and Wellness
  - o Your Public Employee's Pension Plan
  - o Planning and Accountability

### Process to Register New Employees for Government-Wide Orientation:

- 1) To register for the New Employee Orientation Learning Path see the [Learning Catalogue](#) for details.
- 2) For more information about New Employee Orientation contact Talent Development by phone 306-798-2198 or by email: [talent@gov.sk.ca](mailto:talent@gov.sk.ca)

## 4. First Six Months/One Year

### Purpose

To review work expectations, progress, and outstanding learning needs to ensure employees are engaged and valued contributors in meeting organizational goals.

To allow for a check-in and to determine what changes, if any, are required for work expectations and learning and development.

First Six Months/One Year Checklist	
<b>First Six Months</b>	
<input type="checkbox"/>	Revisit performance standards and work rules.
<input type="checkbox"/>	Meet with employee to review progress on the initial work plan. Provide any relevant feedback on performance to date. Ask about integration to team <ul style="list-style-type: none"> <li>• <a href="#">In-Scope Work Planning and Review</a></li> <li>• <a href="#">Out-of-Scope Planning for Success</a></li> </ul>
<input type="checkbox"/>	Schedule and conduct probationary review meetings for three and five months: <a href="#">Probation Management and Evaluation Form</a>
<input type="checkbox"/>	Ask for the employee's feedback on the onboarding process so far and what might be changed to make it more effective.
<input type="checkbox"/>	Continue job specific training.
<b>One Year</b>	
<input type="checkbox"/>	Continue conversations: <ul style="list-style-type: none"> <li>• Have conversations with the employee about the onboarding process and opportunities for improvement if applicable</li> <li>• What is going well and options for change</li> <li>• Collect any relevant/useful feedback and input</li> </ul>
Suggested Questions	<ol style="list-style-type: none"> <li>1. Is the job what you expected, and are you facing any roadblocks to hitting your goals?</li> <li>2. Are you getting all the information you need to do your job?</li> <li>3. Do you feel included and part of your team?</li> <li>4. In your time here, what's the best thing that has happened to you?</li> <li>5. Have you noticed anything we can improve on?</li> <li>6. Do you feel recognized for your contributions?</li> </ol>
<input type="checkbox"/>	All information will remain confidential