Coordinate Building and Office Access:

☐ Submit **Key and Electronic Access Requisition Form** to Facilities:
https://www.uwinnipeg.ca/facilities/docs/key_and_electronic_access_control_requisition_form.pdf

☐ Building/floor/office keys or access card

☐ Bathroom key, if needed

Prepare Communication and Required Information

☐   to the department (i.e. email announcement)

☐ Schedule a welcome meeting/coffee break with the department to welcome the new employee

☐ Update position description and department organizational chart

☐ Create a training schedule

☐ Identify key position-specific policies and procedures for review and training:
https://www.uwinnipeg.ca/institutional-analysis/policies-and-procedures/index.html

FIRST DAY/FIRST WEEK

The goal of the first day/week is to make a good first impression by welcoming your new employee and providing them with a solid foundation of knowledge about their role, department and the University.

FIRST DAY CHECKLIST

☐ Ensure supervisor is present to greet them upon arrival

☐ Introduction to co-workers

☐ Department tour including:
         washroom and lunchroom
         office supplies and storage
         mail, photocopier, fax, printer
         information about building access, emergency exits and evacuation, first aid kit and fire extinguisher

☐ Provide keys/access card

☐

☐ Review department website and shared drive

☐ Review department resources (training manuals, shared drive/folders, etc.)

☐ Discuss time-off processes (vacation/sick time, breaks, pay schedule, and overtime process

☐ Review and discuss training schedule

☐ Review University Governance and Administration
https://www.uwinnipeg.ca/about/administration/index.html

☐ Review UW organizational chart

☐ Review University webpages (Administration, Human Resources, Financial Services, TSC, etc.)

Policy Information and Review:

☐ Email link to online University Policies page for policy review and then schedule a meeting to review and answer any questions they may have: https://www.uwinnipeg.ca/institutional-analysis/policies-and-procedures/index.html

> Respectful Workplace and Learning Environment Policy
> Workplace Accommodation Policy
> Acceptable Computer Use Policy
> Conflict of Interest Policy
> Sexual Violence Prevention Policy
> Privacy Policy
> Mandatory COVID-19 Vaccination Policy
> Key position-specific policies
> *(i.e. Purchasing Policy, Travel, Hospitality and Business Expenditures Policy)*

> Assign time for them to complete the Accessibility for Manitobans Act (AMA) and Sexual Violence Prevention Policy (SVPP)online training
> > *(HR will send link to training videos via email for AMA training; SVPP online training is available on the Onboarding and Orientation webpage)*

☐ Email information about UW Safe App, Safe-Walk and Safe-Ride Programs

☐ Ask them to sign up for MyHR (online attendance reporting, pay statements):
https://www.uwinnipeg.ca/hr/access-myhr.html

For supervisory/management roles:

☐ Review management responsibilities

☐ Provide basic orientation to relevant collective agreements

FIRST MONTH CHECKLIST

The goal of the first month is to orientate your new employee to their position, the department and the University. Take time to review the purpose of their position in the unit and broader University, to discuss progress made, and to continue efforts towards integration into th0 1 21/BT/F3 11.04Tf1 0 0 1009120 2091

During the first month, be sure to meet with them to complete the following:

☐ Establish goals and job expectations
☐ Discuss probationary period (or trial period) and note approximate date of completion
☐ Schedule follow up meetings for regular check-ins during the probationary/trial period
☐ Regularly ask if they have any questions, or if they need additional information, training and/or support

---

PROBATIONARY PERIOD CHECK-INS

☐ 30 Day Check-in
☐ 3 Month Check-in
☐ 5 Month Check-in
☐ 6 Month   Probationary Period Review

In addition to regular informal check-ins, formal check-ins at these milestones will ensure employees know what is expected of them and where they stand on performance and expectations. Ideally their progress with be in line with your expectations but if there are any concerns, please contact your HR Consultant immediately for guidance.

-ins in advance.

During the check-in:
☐ Review their progress against job expectations and established goals
☐ Identify any areas of additional training that may be required
☐ Ask them if they have any questions about the role, department or University

Suggested questions during check-ins:
How do you feel about the job so far?
Does the job differ from what you anticipated?
What do you enjoy most about your new role?
Are you facing any challenges?
Are your responsibilities and priorities clear? If not, which
Are there any tasks that you need further training on?
Is there anything else that you need from me and/or your co-workers for you to be successful?
(i.e.: communication, support, direction, resources, etc.?)
Do you have any questions?