

## CHECKLIST

### Employment Integration – Follow-up on Learning

This list helps check the elements we think you should have learned by the following timeframes:

#### Week 1

<input type="checkbox"/> Company background	<input type="checkbox"/> Company's goals
<input type="checkbox"/> Company values	<input type="checkbox"/> Company's market
<input type="checkbox"/> Departmental/service goals	<input type="checkbox"/> Departmental/service products
<input type="checkbox"/> Rules of conduct	<input type="checkbox"/> Resource persons

#### Week 2

<input type="checkbox"/> Departmental policies	<input type="checkbox"/> Hierarchical superior
<input type="checkbox"/> Departmental values	<input type="checkbox"/> Department's customers (within/outside the department)
<input type="checkbox"/> Functioning of the department	<input type="checkbox"/> Department's quality standards
<input type="checkbox"/> Workstation operations	<input type="checkbox"/> Regular deadlines to meet

#### Week 3

<input type="checkbox"/> Reasons behind the procedures	<input type="checkbox"/> Working conditions (leave, etc.)
<input type="checkbox"/> How to recognize quality	<input type="checkbox"/> How to act in general
<input type="checkbox"/> Coworkers and their roles	<input type="checkbox"/> Familiarity with the overall setup
<input type="checkbox"/> Reference tools (plans, procedures, etc.)	<input type="checkbox"/> Knowing who to contact with questions

Name: \_\_\_\_\_

Signature

Date

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Developed by  **GCRH**  
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