

## WELCOMING A NEW EMPLOYEE

Items to cover	Notes - information
Parking	Location (specify to new employee)
Access and security	Keys - schedules
Security system - alarm	How it works
Welcome - reception	Phone system
Dining lounge and accessories	Location (specify to new employee)
Breaks and premises	Times
Bathrooms	Location (specify to new employee)
Cloakrooms and rules	Location (specify to new employee) and how it works
Evacuation plan	What to do and where to go
Computer system - access	Who and how
Fax - code	If required
Supplies (safety, stationery, other)	Who and where
Important phone numbers	Immediate superior – business...
Documents and information for administrative file	
<ul style="list-style-type: none"> <li>• Work permit if not a citizen</li> </ul>	
<ul style="list-style-type: none"> <li>• Social insurance number</li> </ul>	
<ul style="list-style-type: none"> <li>• Void personal cheque</li> </ul>	
<ul style="list-style-type: none"> <li>• Date of birth</li> </ul>	
<ul style="list-style-type: none"> <li>• Person to contact in case of emergency</li> </ul>	Name – relation and phone number
Documents to provide	Plan which documents
Supplies and/or equipment to provide	Prepare a small list of what to provide
Other:	