



NEW EMPLOYEE ORIENTATION CHECKLIST TEMPORARY REMOTE WORK VERSION

Suggestion for onboarding new employees during this temporary period of required remote work.

Please use digital tools such as Zoom meetings, phone and email.

COMMUNICATIONS

- Email department to introduce the new employee to coworkers, advise of contact info and start date
- Add the employee's contact information to organizational lists – telephone, email and website
- Confirm with new employee who they contact for questions or assistance: email names of team members, organization chart and contact information
- Explain the new employee's performance evaluation schedule as outlined in their collective agreement or Administrative contract.
- Explain the process for reporting sick time and what actions they must take to have sick time recorded
- Work with new employee to complete a work from home plan during period of remote work
- Schedule regular online meetings with the employee

CULTURE & POLICY

- Have the employee review the policies website, highlighting the pertinent policies or guidelines
- Give an overview of VIU's Academic Plan and People Plan
- Participate in the [Strategic Planning](#) project, [The Future We Want to See](#), by adding your voice and input to the process.
- Review [online](#) orientation resources for new employees.

WORK

- Give the employee reference material and information that is needed for the job
- Direct employee to online resources for working with VIU systems, such as [Managing VIU Systems](#) and the [Employee Guide to Getting Started with VIU Technology](#)

- Ensure the new employee is suitably equipped with technology to perform their role: share contact information for IT Helpdesk for troubleshooting
- Decide what meaningful tasks the new employee will start on and prepare the necessary background material to support that work
- Confirm with new employee how to connect to VPN and where to share their work

FUTURE PLANNING

- Get the new employee a key fob programmed to allow access to the necessary areas
- Inform the new employee of the process to get employee photo ID
- Order business cards, nametag if appropriate and door name plate, if necessary

ONBOARDING DISCUSSION TOPICS FOR ONLINE DISCUSSIONS

- Overview of the organization, in general
- Organization Chart for institution and area/department
- Explain how the job is related to the others in the organization