

Upon arrival

Version 6

Published 10/14/2022 by [Michelle Stocking](#) Last updated 11/26/2025 9:45 PM by [Emily Wong](#)

Meeting the candidate

- It is recommended to meet your new employee on campus for their first day. This will also allow you to assist with setting them up with equipment (if required).

Employee Access

- Confirm technology required by employee is available and in working order. Review the [New Employee](#) page on the ITS support space for more information.
- Confirm if employee has entered their personal information and payroll details into PeopleSoft.

Training and Development

- Invite employee to [sign up for New Employee Orientation](#).
- Inform employee to complete the entire list of [mandatory training courses found at this link](#) within two (2) weeks of their start date.
- Direct employee to [MyPD](#) to explore additional learning opportunities.
- The Health and Safety Office provides general WHMIS training for all employees who work with or come into proximity of, controlled products. For employees that are working in these environments, WHMIS training is mandatory. To learn more, go to [WHMIS Training](#).
- Have employee complete to establish goals and objectives for the year.

Socialization

- Send out team announcement to inform them of new team member arrival.
- Arrange for a colleague to connect with the employee on first day and be a 'buddy' for the first week.

- Virtually connect employee with colleagues from other departments/areas.
- Schedule a 30, 60, 90 day check-in.

tags : access, first-day, new-employees, new-staff, onboard, onboarding, training