## Resources to review with your new employee

Version 2

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- Give the employee the link to MySeneca and direct the employee to the New Employees website to complete the first day tasks
- Review Seneca's Policies & Procedures
- Ensure employee is aware of emergency and life safety equipment in the area and has reviewed the Emergency Response Guidelines
- Review the Individualized Workplace Emergency Response Plan
- Showcase MyNews for the latest information at Seneca
- Learn how to enter time and absences with PeopleSoft user guides

tags: new-employees, new-staff, resources