

# Resources to review with your new employee

Version 5

Published 10/14/2022 by [Michelle Stocking](#) Last updated 12/4/2025 8:19 PM by [Emily Wong](#)

- 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 absence on the [page](#)

tags : new-employees, new-staff, resources