

Resources to review with your new employee

Version 1

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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](#)