

Northern Community & School Recreation Coordinator Program



New Employee Orientation Process & Checklist

(Information adapted from the Hiring a Recreation Professional Toolkit; SPRA & SARP; 2015)

1. Orientation

The final and equally important step of the hiring process is ensuring that the new Recreation Professional receives a thorough orientation to the Steering Committee, their co-workers, the community and their job duties. Successful employees are given the tools they need to achieve these goals. The orientation and ongoing support are essential tools that employers can provide new employees.

2. Orientation Checklist

The orientation checklist provides the employer with a tool that can be used to ensure the new employee has received all the information required to perform the job satisfactorily. Once completed, the orientation checklist should be placed in the employee's personnel file and reviewed on an ongoing basis to address any issues or concerns the employee may be encountering.

Task	Who	When
<p>1. Prior to CSRC Arrival:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare CSRCs workspace. Ensure all supplies are available <input type="checkbox"/> Ensure the CSRC is set up with telephone number/voicemail, computer log in, access to appropriate buildings <input type="checkbox"/> Announce the selection of the new CSRC to all existing employees and Steering Committee members <input type="checkbox"/> Inform the community of the new CSRC using email, newsletter, etc. <input type="checkbox"/> Contact payroll department to set up meeting or to get required employment forms. <input type="checkbox"/> Ensure the personnel policy is up-to-date. 		
<p>2. Welcome them – help them get to know the people and the work environment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Intro at staff meeting <input type="checkbox"/> Provide list of contacts and phone numbers <input type="checkbox"/> Advise who “go to” people are for different items (i.e. payroll, administration) <input type="checkbox"/> Tour of the facility <ul style="list-style-type: none"> o Photocopier, fax machines o Office supplies o Washrooms o First Aid Kit, fire extinguisher and exits o Equipment room, Janitor room and/or storage o Designated smoking areas o Parking o Security System 		
<p>3. Job Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review job description <input type="checkbox"/> Explain probationary period <input type="checkbox"/> Review organization chart and reporting structure <input type="checkbox"/> Identify regularly scheduled meetings or special events the employee is expected to attend <input type="checkbox"/> Provide employee with a copy of all organizational policies and procedures 		

<p>4. Provide assistance with paperwork and HR forms:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review reports required and deadlines <input type="checkbox"/> Overview of forms and templates required to get paid, book hotels, travel expenses, purchase supplies, etc. <input type="checkbox"/> Review workplace policies and general expectations as a staff member <ul style="list-style-type: none"> o Dress code o Hours of work – lunch, break times and over time, flex time o Travel – mileage o Appointment policy o Sick/Family related leave o Vacation scheduling o Record keeping o Mail and banking practices o Voicemail set up o Timesheets o Media policy o Forms o Issue keys, security codes, etc. <input type="checkbox"/> Tell them who they contact for assistance/questions in completing forms 		
<p>5. Help them get settled in workspace:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide adequate equipment (computer, telephone, internet, etc.) <input type="checkbox"/> Show them where to access/order additional supplies <input type="checkbox"/> Give them a list of important phone numbers <input type="checkbox"/> Give them a list of important dates <input type="checkbox"/> Agree to expected hours of work/schedule and required reports 		
<p>6. Identify and discuss current programs, projects and upcoming events they will be involved in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify partners or staff they will be working with 		
<p>7. Provide an overview of background about the community they will be working in, as well as, the dynamics and protocols:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Everything a new person should know... 		
<p>8. Discuss the new persons skills and interests:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss how they can connect their work to areas of expertise <input type="checkbox"/> Discuss options and areas for personal and professional growth <input type="checkbox"/> Let them know how the organization will support their skill development 		
<p>9. Develop a work plan and show how their work is part of a bigger picture and where they fit:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set priorities and concrete deliverables <input type="checkbox"/> Review Annual Program Plan and Budget 		
<p>10. Find ways for the new person to get connected with other community agencies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take them to interagency/board meetings <input type="checkbox"/> Send out a memo/email introducing individual 		
<p>11. Help them be a part of the team:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Involve them in workplace events/culture <input type="checkbox"/> Check in with new staff frequently <input type="checkbox"/> Contact NSCRD Community Relations Coordinator to schedule visit and orientation to the Northern Recreation Delivery System <input type="checkbox"/> Be available to answer any questions they may have 		