

# 90-Day Workplace Orientation Tool

## Introduction

This checklist tool is designed to help employers streamline the orientation process for new employees, particularly new residents to Canada. It ensures that all necessary steps are taken to provide a comprehensive and supportive onboarding experience.

Employee Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

### Day 1

- Greet and introduce to the team
- Provide a workplace tour (restrooms, break rooms, emergency exits)
- Complete necessary paperwork
- Provide employee handbook and review key policies
- Set up workspace (email accounts, computer systems, necessary supplies)
- Discuss company culture, mission, vision, and values
- Explain the organizational structure and key departments
- Introduce immediate team members and key contacts
- Schedule one-on-one meetings with team members

### Week 1

- Provide job-specific training
- Assign a mentor or buddy for guidance and support
- Review policies and procedures (attendance, dress code, confidentiality)
- Discuss health and safety protocols (emergency procedures, reporting unsafe conditions)
- Outline performance expectations and key performance indicators (KPIs)
- Set short-term and long-term goals
- Train on tools, software, and systems used regularly
- Share access to company resources (intranet, document libraries, support services)
- Explain how the Canadian payroll system works (pay periods, deductions, taxes)
- Provide information on how to understand and read a pay stub
- Discuss the Canadian tax system and how it affects payroll
- Provide information on setting up direct deposit and other payment options
- Introduce employee benefits and explain how to access them (health insurance, retirement plans, etc.)



## Month 1

- Continue job-specific training and skill development
- Schedule regular check-ins with mentor or buddy
- Conduct a preliminary performance review and provide feedback
- Encourage feedback from the employee on the onboarding process
- Organize team-building activities or social events
- Encourage participation in company-wide events and initiatives
- Provide resources for language support if needed (English classes, language apps)
- Discuss cultural differences and how they are managed in the workplace
- Provide information on local community resources (settlement services, newcomer support groups)

## Month 2

- Offer advanced training sessions or workshops
- Provide opportunities for cross-training
- Conduct a mid-point performance review to assess progress
- Address any ongoing concerns or areas for improvement
- Discuss long-term career goals and development opportunities
- Create a personalized development plan
- Provide resources on Canadian workplace norms and expectations
- Discuss employee rights and protections under Canadian labour laws

## Month 3

- Ensure the employee is fully integrated into their role and the team
- Provide ongoing support and resources as needed
- Conduct a comprehensive 90-day performance review
- Celebrate successes and outline next steps for continued development
- Establish a continuous feedback loop for ongoing communication and support
- Encourage the employee to seek feedback and provide input on their experience
- Provide information on ongoing professional development opportunities (courses, certifications, etc.)

## 90-Day Probation Completion

- Conduct a final review meeting to discuss the employee's overall performance, achievements, and areas for improvement.
- Review the goals set at the beginning of the probation period and assess progress.
- For temporary foreign worker employees, consider permanent resident pathways such as the Nova Scotia Nomination Program and the Atlantic Immigration Program and develop an immigration support plan. Work Permit Expiry Date: [ENTER DATE]
- Provide constructive feedback and discuss next steps for the employee's continued development.
- Set new goals and expectations for the future.
- Confirm with the employee their understanding of the feedback and next steps.
- Address any remaining questions or concerns the employee may have.

## Sign-Off

Employee Name: \_\_\_\_\_ Manager Name: \_\_\_\_\_

Date of Final Review Meeting: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Manager Signature: \_\_\_\_\_

