Onboarding Program

June 11, 2025

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where you *want* to live

Service Review 1A1 Onboarding Program

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Objectives

Enhance New Employee Engagement – from signed offer through first year

Streamline processes for Hiring Managers – forms and supports for managers to provide a consistent approach across the organization

Coordinated approach to providing information and training – a more standardized approach to onboarding that allows managers and new employees to stay on track with training goals

Ongoing engagement and retention – helping Managers and employees stay engaged with the work in their department, increasing team cohesion

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Project Steps Completed

1. Development of procedures
2. Development of Documents/Forms/Checklists
3. Build Onboarding Team and Program
4. Review materials with the Team for input
5. Centralize Information
6. Begin Piloting New Processes
7. Develop Training For Hiring Managers

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Onboarding Team

Aidan Ware – Project Sponsor
Bethany Chandler – Project Manager

Team Members:
Janet Ashfield
Kim Sowerby
Matthew Pierog
Jaime Fenton
Carly McArthur

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Onboarding Documents

1. Recruitment and Selection Policy
2. Request to Hire Form – rationale for requesting replacement and alternatives considered
3. Checklist to assist in ensuring all documentation completed
4. IT equipment and software request form
5. Email templates – signed offer until start date
6. New Hire Announcement template
7. Orientation Template
8. Probationary Performance Review
9. Onboarding Toolkit for Leaders
10. Onboarding Toolkit for New Employees
11. Onboarding Presentation/Training for Leaders

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Request To Hire Form

- New Sections:
  - Rationale For Hiring
    - Rationale for Filling the Vacancy
    - Impact of Not Filling the Vacancy
    - Alternatives to filling the role that have been considered
  - Schedule and Hours Per Week
  - Appendix A – information needed for Job Posting

  Job Aid for Leaders on Filling out the Request to Hire Form

Centralize Information

1. Onboarding site on Sharepoint, links to all documents within the toolkit

2. Provides all forms, checklists, etc.

3. Citation Canada provides training and documentation

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Next Steps

1. Continue piloting until implementation
2. Train Managers – June 2025
3. Implement
4. Review Yearly for Efficiencies
5. Review Objectives to determine efficacy

Questions?