

# New Employee



## NEW EMPLOYEE'S ONBOARDING CHECKLIST

Congratulations and welcome to The University of Winnipeg! This onboarding list is designed to assist you during the first few weeks of your new role.

Complete Equity Census. You will receive an email with a link to the census.

Email credentials and network access details received. These are provided on, or just prior to your first day.

Next step – change your password. How to [here](#).

In consultation with your manager, ensure you have access to shared folders/ drives and licensed programs required for your position.

Ensure you have appropriate office supplies, in consultation with your manager.

Fill out required Human Resources documents (sent electronically).

Personal Information Form

Pension & Benefits (if applicable)

If you are participating in the Voluntary Vacation Purchase Plan, submit to your supervisor within 2 weeks of your start date. To view the form, please [click here](#).

Sign up for MyHR. More information [here](#).

Request a staff ID card. Form available [here](#).

Office access - keys/ fob/ personal alarm code received for your work space (if required). Requested by your manager – form available [here](#).

If desired, request an ergonomics assessment. More information [here](#).

Apply for parking (optional). More information [here](#).

Download the UWinnipeg Safe App. More information [here](#).

Review your Position Description (provided by your manager).

Review UWinnipeg policies - located on the UWinnipeg website [here](#).

Review UWinnipeg's Organizational Chart. Located [here](#).

Complete training in the following areas:

AMA – First Standard – Customer Service. More information [here](#).

Sexual Violence Prevention Policy. More information [here](#).

Review additional training resources, including important information regarding Privacy, located on the [Orientation and Onboarding Website](#).

Accessibility or Accommodation Requests (optional). More information [here](#).

Request to meet with your manager to clarify any questions regarding your role and responsibilities (optional).