

**New Manager Orientation Checklist**

This checklist is designed to assist new Managers in their orientation. There may be additional items specific to your department that are not addressed below. Managers are encouraged to speak to Human Resources if they have any questions.

      Book a 15-minute [Supervisor/Manager VIP Training](https://outlook.office365.com/owa/calendar/HRDanielleHoogkamer%40trentu.onmicrosoft.com/bookings/) (note - you will not see the manager role in VIP until your start date).

      Complete [Supervisor Health and Safety Awareness Training](http://www.trentu.ca/mytrent) on Blackboard, through MyTrent

      Understand your [Health & Safety Responsibilities as a Supervisor](https://www.trentu.ca/healthandsafety/z-guide/supervisor)

      Review your responsibilities around employees [Attendance tracking/monitoring](https://www.trentu.ca/humanresources/human-resources-services/attendance)

      Review [VIP training guides under the Manager/Supervisor section](https://www.trentu.ca/humanresources/vip)

      Review your employees [Collective Agreement](https://www.trentu.ca/humanresources/human-resources-services/labour-relations)

      Review Trent’s HR [Policy Library](https://www.trentu.ca/governance/policies) (Ensuring full review of the HR policies on [Accommodation of Employees](https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Accommodation%20for%20Employees%20with%20Disabilities%20Policy.pdf), [Discrimination/Harassment](https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Discrimination%20and%20Harassment%20Policy.pdf), [Employment Equity](https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Employment%20Equity%20Policy.pdf), [Violence/Harassment](https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Workplace%20Violence%20and%20Harassment%20Policy.pdf), [Health & Safety](https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Health%20and%20Safety%20Policy.pdf), [Progressive Discipline](https://www.trentu.ca/governance/sites/trentu.ca.governance/files/documents/Progressive%20Discipline%20Policy%20FINAL.pdf))

      Managers should establish a process for regular meetings/communication and ensure new employee’s learning needs are being met. Remind employees that [annual performance evaluations](https://www.trentu.ca/humanresources/human-resources-services/performance-management), including goal setting are completed each June/July

      Regularly review and sign up for the [manager development](https://www.trentu.ca/humanresources/managers-development-schedule) training sessions

      Learn how you play an integral role in [motivating and engaging employees](https://www.trentu.ca/humanresources/employee-engagement-manager-resources)

   Regularly attend the manager meetings held by HR (please email HR to be added to the calendar invite)

      Ensure you review manager information regularly communicated by HR (please email HR to be added to the distribution list)

      Familiarize yourself with the [Recruitment for an OPSEU position](https://www.trentu.ca/humanresources/human-resources-services/recruitment/opseu-exempt-recruitment) (for new, replacements, extensions, or changes to appointments)

      Familiarize yourself with the [Job Evaluation process](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/Job%20Evaluation%20Tool%20Kit%20April%202018_1.docx) (for new or substantially altered positions)

 Familiarize yourself with the [University holidays and payroll deadlines](https://www.trentu.ca/humanresources/human-resources-services/payroll)

* Familiarize yourself with your employee’s Individual Emergency Response Plans (IERP’s) and Accommodation Plans on file with Human Resources.

      Review the [Onboarding Checklist for New Employees](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/Managers%20Checklist%20for%20New%20Employees.docm) (if you hire someone new to Trent)

      Review the [Checklist for Departing Employees](https://www.trentu.ca/humanresources/sites/trentu.ca.humanresources/files/documents/Checklist%20for%20Departing%20Employees_0.doc) (for employees that are leaving Trent)

HR is available to help answer any questions or concerns you may have and help walk you through any of our processes at any time. If you are ever unsure of who to email, you can confidentially email humanresources@trentu.ca and we will ensure your question is directed to the correct person.