**Summer Student Onboarding Guide**

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# Introduction

Welcome to the Government of the Northwest Territories.

Starting a new job is exciting. It also can be overwhelming with all the new information that you will be expected to review. Completing a formalized onboarding program will help to create a smooth adjustment into your new role and workplace. It will help to make you more productive, faster and introduces you to the formal and informal culture of your new place of employment. We want to ensure that you have the best possible experience while working for us this summer.

We are excited that you have joined our team and look forward to working with you.

# Your First Day

Your first day of a new job is all about orientating yourself to new surroundings, new colleagues and new responsibilities.

We have developed a Summer Student Employee Checklist as a guide to help you orient yourself during your first day on the job. The checklist walks you through important steps that you need to complete and will help you find basic information. It will also help you decide what to discuss with your supervisor and what to ask others who work with you.

You will need to review and sign the Oath or Affirmation of Office and Secrecy and complete the Emergency Contact Form as soon as possible, if you have not already done so. Your supervisor may have these printed off for you when you arrive on your first day.

Occupational Health and Safety is critical while you are here and we have a detailed Occupational Health and Safety Checklist that your supervisor will go through with you. We want to remind you that you have rights and responsibilities as a worker and you need to know and understand them.

# Your First Week

The Onboarding process is continuous, but during the first couple of days you will be provided with many of the tools and information that helps you become productive.

You will be required to complete HRIS (Human Resources Information System) training which provides an introduction and instruction on our time management system. Training is completed through self-study modules. You will also be required to review several important policies and complete training in such things as Aboriginal Cultural Awareness and Diversity and Inclusion in the Workplace.

The [Department of Finance](http://www.fin.gov.nt.ca/) website is a great resource and we encourage you to review it. You can find detailed information about your new employer and many of the programs that impact you while you are here.

If you have any questions throughout your summer employment, please contact the Student & Youth Recruitment Officer at summerstudents@gov.nt.ca.

# Summer Student Onboarding Checklist

|  |  |  |
| --- | --- | --- |
| **Check when complete** | **Action** | **Suggested Resource** |
|  | Review workplace guidelines (access keys, working hours, breaks, lunch, staff meetings, payday, PeopleSoft access, telephone and internet protocol, reporting lines, approvals) | Supervisor |
|  | With your supervisor tour the work area and meet immediate team members and key contacts | Supervisor |
|  | Meet your assigned “Work Buddy” | Supervisor |
|  | Complete the Departmental Occupational Health & Safety Orientation for new employees | Supervisor |
|  | Register in the [My HR](https://my.hr.gov.nt.ca/courses) – Learning & Development Calendar using your username and password to login to your computer | Learning & Development Calendar |
|  | Complete the [Emergency Contact Form](https://my.hr.gov.nt.ca/sites/default/files/emergency_contact_info.pdf)  | Supervisor |
|  | Familiarization of work space including how to use office resources (phone, fax, printers etc.) | Work Buddy |
|  | Sign the [Oath or Affirmation of Office and Secrecy](https://my.hr.gov.nt.ca/sites/default/files/Oath%20or%20Affirmation%20of%20Office%20and%20Secrecy.pdf) | Supervisor |
|  | Ensure you are registered in upcoming PeopleSoft training sessions | Supervisor/Learning & Development Calendar |
|  | Complete the online [Workplace Safety Awareness](https://my.hr.gov.nt.ca/courses/workplace-safety-awareness) for Employees programs  | Learning & Development Calendar |
|  | Review key duties and job expectations, discuss work plan for the summer | Supervisor |
|  | Review [Technical Services Centre](http://www.tsc.gov.nt.ca/pdfs/summer-student-on-boarding.pdf) (TSC) information  | Work Buddy |
|  | Review [Code of Conduct](http://www.fin.gov.nt.ca/sites/fin/files/resources/codeofconduct.pdf) | Supervisor |
|  | Review [Employee & Family Assistance Program](https://my.hr.gov.nt.ca/employee-services/efap) (EFAP) information | Work Buddy |

|  |  |  |
| --- | --- | --- |
| **Check when complete** | **Action** | **Suggested Resource** |
|  | Complete the [Aboriginal Cultural Awareness Training](http://www.fin.gov.nt.ca/en/services/diversity-and-inclusion/aboriginal-cultural-awareness-training) | Learning & Development Calendar |
|  | Complete the [Diversity and Inclusion in the Workplace](https://my.hr.gov.nt.ca/courses/diversity-and-inclusion-workplace) online training | Learning & Development Calendar |
|  | Review [Safe Disclosure of Information](https://my.hr.gov.nt.ca/sites/default/files/safedisclosuremoa-guidelinesfinal_0.pdf) | Supervisor |
|  | Review the [Government of Northwest Territories](http://www.gov.nt.ca/) website | Work Buddy |
|  | Review the [Department of Finance](http://www.fin.gov.nt.ca/) website | Supervisor |
|  | Review the [Harassment Free and Respectful Workplace Policy](http://www.fin.gov.nt.ca/sites/fin/files/resources/harassment_free_and_respectfull_workplace_policy_2017.pdf) | Supervisor |
|  | Review the [Duty to Accommodate Policy](http://www.fin.gov.nt.ca/sites/fin/files/resources/duty_to_accommodate_injury_and_disability_2017.pdf) | Supervisor |
|  | Review the [Internet Use Policy](http://www.fin.gov.nt.ca/sites/fin/files/internet_use.pdf) | Supervisor |
|  | Meet with supervisor at the end of first week to ask questions, review any material and keep lines of communication open. Remember to ask your supervisor/co-workers at any time if you have any questions about your work environment. Welcome to the GNWT! | Supervisor |