



New Manager's Guide to Onboarding



1. Introduction

Welcome to the Government of Northwest Territories!

Starting a new job is exciting. It can also 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. Our onboarding program commences prior to your arrival and continues throughout your first 90 days of employment.

The formalized onboarding program will help to make you productive faster and introduce 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.

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

2. The First Day

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

On your first day of employment, your supervisor will give you a username and password to login to your computer. Using this information, you will be required to register in the GNWT Learning and Development Calendar at <https://my.hr.gov.nt.ca> and access the **Employee Onboarding Program** which includes the Onboarding Guide and Modules. This short guide will provide you with an overview of the GNWT's onboarding process and assist you with transitioning into your new role.

Steps to login to My HR:

- Go to the [Department of Finance](#) website.
- Click **Programs and Services** then choose **Services for Employees**.
- Scroll down then click **My HR**.
- Click **Login** in the upper right corner (under My HR), then enter the username and password you use to login to your computer then click **Log in**.
- Hover on the **Learning & Development** tab, scroll down and click on **Courses**, then search for **Employee Onboarding Guide**.



3. Onboarding Modules

The GNWT onboarding program includes a number of different components. The series of onboarding modules can be viewed in any sequence, however, we recommend that Modules 1-2 are watched in order. After that, it is up to you.

Module	Title	Date to Complete
1	Welcome and Introduction	First day
2	Tell Me About My Employer	First week
3	Employee Services	First week
4	Important Policies and Programs	First week
5	Technology Services Centre	First 30 days
6	Occupational Health and Safety	First 30 days
7	Records Management	First 30 days
8	Duty to Accommodate	First 30 days
9	Official Languages	First 30 days

4. Onboarding Checklist

We have developed a **New Manager's Onboarding Checklist** as a guide to assist you during your first couple of weeks on the job. The checklist walks you through important steps that you need to complete and will provide you with basic information about working for the GNWT. It will also help you decide what to discuss with your supervisor and what to ask others who work with you. In addition, we have included links to short informational videos as well as documents and learning materials in the checklist.



First Day Checklist

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.

Check when completed	Actions	Suggested Resource
	Welcome and introduction to team members and key contacts.	Supervisor
	Tour of workstation, floor, emergency exits.	Supervisor
	Review workplace guidelines. This includes, but not limited to, working hours, breaks, lunch, staff meetings, pay day, reporting lines, approvals, network access, etc.	Supervisor
	Review your new hire package . This package contains important documents and policies you need to review and/or complete.	Supervisor
	Familiarize yourself with your new workstation including email and phone set up, computer, faxes, printers, etc.	Supervisor
	Familiarize yourself with the My HR website where you can find detailed information about your new employer and many of the programs that impact you as an employee.	Learning & Development Calendar/My HR website
	Login to My HR and register for the Welcome and Introduction onboarding module to learn about the Employee Onboarding Program.	Learning & Development Calendar/My HR website
	For Yellowknife employees, contact the Employee Services Division of the Department of Finance or email Benefits_NorthSlave@gov.nt.ca to schedule a benefits documentation session. For regional employees, contact the applicable Benefits Officer for your region.	Supervisor
	Login to My HR and register for the Human Resource Information System or PeopleSoft self-study training for employees and managers.	Learning & Development Calendar/My HR website
	Enter your emergency contact information in PeopleSoft or HRIS.	PeopleSoft



First Week Checklist

As a manager or supervisor with the GNWT, one of your primary responsibilities is to provide your employee with guidance, direction and assistance to help them maximize their potential and help contribute to the success of the organization.

To assist new managers or supervisors in their day-to-day managing, we have compiled a list of mandatory training and resources that will provide valuable tools and information about human resource management.

Labour Relations: This training provides participants with knowledge and information on the legal framework related to GNWT policies and procedures on such topics as progressive discipline, medical termination, abandonment of position and attendance management.

Duty to Accommodate: In accordance with the Duty to Accommodate Injury and Disability Policy, the GNWT has a legal duty to accommodate employees in instances where due to injury, medical conditions or any other prohibited ground enumerated under the *Human Rights Act*, an employee's ability to work has been compromised.

OHS Supervisor Safety: This course assists managers and supervisors to meet or exceed the Northwest Territories *Safety Act* and General Regulations. Topics include employer/supervisor duties, hazards and risks, incident reporting, and safety leadership.

Indigenous Cultural Awareness and Sensitivity Training: The goals of this training are to create awareness and understanding of the impact of colonization, to have all GNWT employees understand their individual and collective role in reconciliation, and to provide the necessary foundation and tools to move towards cultural competence. This training is mandatory for all GNWT employees and is also available to the public.

Diversity and Inclusion in the Workplace: This online learning program helps employees become more knowledgeable and aware of diversity and inclusion in the workplace, find the tools to build a more inclusive workplace and create an inclusive workplace for all.

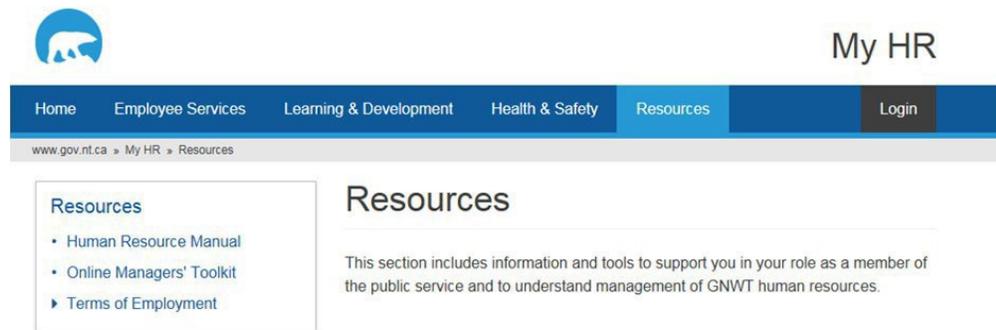
The module is divided into three (3) parts:

- 1) Diversity in the Northwest Territories and Canada
- 2) Diversity and Inclusion in the Workplace
- 3) Diversity Management Outcomes



System for Accountability and Management (SAM): The SAM is an online program that is the financial system used by the GNWT. SAM courses are delivered in multiple different topics depending on job role. Common courses include Expenses for employees who travel, Requisition for employees who purchase goods or services, Online Expenditure Approvals for employees who manage a budget, and Visa One Cardholders Training for employees who are issued credit cards.

Online Manager's Toolkit: In this Toolkit you will find resources that will help you in your everyday work as a manager or supervisor. The Toolkit is primarily a set of guidelines and is subject to ongoing revision. When referring to information in the Toolkit it is important to remember that source documents should always be your primary point of reference. The information contained in this Toolkit is intended as a support tool and to provide guidance. As a manager or supervisor you need to ensure you consider the source documents, such as the Collective Agreement for clarification before relying on the guidelines in the Toolkit.



Human Resource Manual (HRM): The HRM contains information on human resource management within the GNWT. It provides guidance and flexibility for managing GNWT human resources. The Collective Agreement or Handbook takes precedence where there is a conflict between the HRM and Collective Agreement or Handbook.

PeopleSoft HRIS and SAM Training: The Human Resource Information System (HRIS) is an online program available to all GNWT employees and supervisors where they can perform a variety of task related human resource functions. The HRIS Self-Service course is designed for all employees to learn how to view their personal, pay and benefits information, as well as action timesheets and performance documents. Supervisor system tasks are outlined in the HRIS Manager Self-Service Training.



The System for Accountability and Management (SAM) is an online program that is the financial system used by the GNWT. SAM courses are delivered in multiple different topics depending on job role. Common courses include Expenses for employees who travel, Requisition for employees who purchase goods or services, Online Expenditure Approvals for employees who manage a budget, and Visa One Cardholders Training for employees who are issued credit cards.

Management Series: The Management Series is comprised of 18 mandatory and four (4) elective courses to provide GNWT managers, supervisors and directors relevant information on policies, processes and procedures in supervisory/management roles within the GNWT. The mandatory courses will provide participants with knowledge and information to help reduce the GNWT’s financial and/or legal risk, reflects GNWT priorities and objectives and/or in the area where the GNWT has determined that mandatory training is required. The elective courses are consistent with the participants’ learning plans to support their management competencies and professional development. The Management Series is intended to be completed within a two-year time frame. Certificates of completion will be issued to participants that successfully complete the program.

Check when completed	Actions	Suggested Resource
	Review job description, duties and responsibilities.	Supervisor
	Go to the Learning & Development Calendar and register for the following mandatory training for Managers and Supervisors, as early as possible: <ul style="list-style-type: none">• Labour Relations• Duty to Accommodate for Managers and Supervisors• OHS Supervisor Safety Training• HRIS Manager Self-Service Training• Management Series	Learning & Development Calendar/Finance website
	Login to My HR and complete the Workplace Safety Awareness online modules.	Learning & Development Calendar
	Login to My HR and complete the Access to Information and Protection of Privacy General Awareness online training.	Learning & Development Calendar
	Login to My HR and complete the Information Security Awareness online training.	Learning & Development Calendar



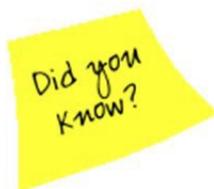
Check when completed	Actions	Suggested Resource
	Review the following important policies and guidelines included in your new hire package : <ul style="list-style-type: none"> • Harassment Free and Respectful Workplace Policy and Guidelines • Code of Conduct • Email Use Policy • Internet Use Policy • New Employee Information – Self-Service • Duty to Accommodate Injury and Disability Policy • Duty to Accommodate Guidelines • Occupational Health and Safety Policy 	Learning & Development Calendar
	Familiarize yourself with the Online Managers Toolkit . This Toolkit is primarily a set of guidelines and is subject to ongoing revision. It will provide valuable tools and information about human resource management.	My HR
	Familiarize yourself with the Human Resource Manual .	Department of Finance website/Resources
	Login to My HR to register for the Tell Me About My Employer onboarding module to learn more about the GNWT and its strategic plan.	Learning & Development Calendar/My HR website
	Login to My HR to register for the Employee Services onboarding module to learn about key information related to your employment with the GNWT.	Learning & Development Calendar/My HR website

First 30 Days Checklist

Check when completed	Actions	Suggested Resource
	Login to My HR and complete the Performance Development for Managers online training. This training is designed for managers and supervisors to increase their level of comfort with Performance Development (PD) effectively, understand the PD annual cycle, create SMART objectives and learning plans, understand competencies and utilize review meetings for employee development.	Learning & Development Calendar
	Login to My HR and complete the Indigenous Cultural Awareness and Sensitivity Training .	Learning & Development Calendar



Check when completed	Actions	Suggested Resource
	Login to My HR to register for the Diversity and Inclusion in the Workplace online training.	Learning & Development Calendar
	Familiarize yourself with the Employee and Family Assistance Program (EFAP) for assistance on a wide range of life's challenges.	Learning & Development Calendar
	Login to My HR to register for the Modernized Code of Conduct for Managers .	Learning & Development Calendar
	Login to My HR to register for the Important Policies and Programs onboarding module.	Learning & Development Calendar/My HR website
	Login to My HR to register for the Technology Service Centre (TSC) onboarding module to learn how TSC provides IT related services to GNWT employees.	Learning & Development Calendar/My HR website
	Login to My HR to register for the Occupational Health and Safety onboarding module.	Learning & Development Calendar/My HR website
	Login to My HR to register for the Duty to Accommodate onboarding module.	Learning & Development Calendar/My HR website
	Login to My HR to register for the Records Management onboarding module to learn how records are managed in the GNWT.	Learning & Development Calendar/My HR website
	Login to My HR to register for the Official Languages onboarding module.	Learning & Development Calendar/My HR website
	Contact the Official Languages Coordinator of your department to know more about GNWT languages requirements and active offer for French.	Indigenous Languages and Education Secretariat and Francophone Affairs Secretariat websites
	Review the Department of Finance website .	Finance website
	Review the Summary of Restrictions on Political Activity for GNWT Employees to help you understand which activities public servants can and cannot undertake.	Supervisor/Human Resource Manual



That Deputy Head approval is required before employees can start any outside activities that may create a real or perceived conflict of interest.

Ask your supervisor for more information.



After 30/60 Days

Check when completed	Actions	Suggested Resource
	Complete the 30-day check-in questionnaire with your supervisor.	Supervisor
	Complete the 60-day check-in questionnaire with your supervisor.	Supervisor
	After 60 days, familiarize yourself with the GNWT's Performance Development System . Login to My HR and complete the Performance Development – Objectives and Competencies eLearning module.	Learning & Development Calendar

After 90 Days

Check when completed	Actions	Suggested Resource
	Login to PeopleSoft to enter your work objectives and learning goals for the fiscal year.	PeopleSoft/HRIS

5. Contacts

- If you have any questions or need assistance with the Learning & Development Calendar, visit the [Learning & Development Calendar](#) website or email training@gov.nt.ca.
- If you require help with a TSC service or have an IT-related question, contact the TSC Service Desk via phone (867.920.4408) or by email at TSCServiceDesk@gov.nt.ca.
- For more information on employee benefits and services, visit the [FAQ](#) section of Employee Services under My HR or email HRHelpDesk@gov.nt.ca.



- For more information on Programs and Services for Employees, visit the [Department of Finance](#) website.
- If you have any questions or need assistance with [Performance Development](#), visit the [Learning & Development Calendar](#), or email Performance.Development@gov.nt.ca.



Did you know that GNWT employees can arrange for an automatic payroll deduction for charitable donations and support the activities of the United Way NWT?

What is United Way NWT? United Way NWT is a vehicle through which people can donate to other registered charities in the NWT or other parts of Canada.

For more information, visit the GNWT Workplace Initiative on My HR. To learn more about the United Way NWT, visit www.nwt.unitedway.ca.