

5 CHECKLISTS – NEW EMPLOYEE ORIENTATION CHECKLIST



Objective

To learn how to review and complete the New Employee Orientation Checklist.

New Employee Orientation Checklist

1. Click the **Mailbox Bell** icon to open the mailbox (top right corner of screen).
2. Click the **My Checklist** tab.
3. Click the **GO TO CHECKLIST** button.
4. Click on the blue hyper link **Orientation Module Completion Acknowledgement** to open the form for review and completion.
5. Review the form and click **Sign** when finished which will prompt you to enter your Kronos login Password.
6. Select **Submit** to send the form to Human Resources.
7. Navigate back to the checklist to review & complete the remaining forms.
8. Complete the two remaining forms following the steps above.
You will receive a notification email once you have completed the checklist.

My To Do Items 6 | My Checklists 1

← My Checklists

New Hire Orientation Checklist

TE Test Employee (4143)

⚠ Incomplete (0 out of 3)

0%

Started on Jul 6, 2021

Created Jul 6, 2021, 2:46 pm

GO TO CHECKLIST

Employee (3) 0% complete

- Orientation Module Acknowledgement
- Orientation ASCS Training Waiver
- Health and Safety Checklist

Orientation Module Acknowledgement

Once you have completed the CORPORATE OVERVIEW, HARASSMENT & DISCRIMINATION, AND AODA TRAINING, please review and complete the Orientation Module Completion Acknowledgement form.

Orientation Module Completion Acknowledgement >

DOWNLOAD PDF | SUBMIT | SAVE

Orientation Module Completion Acknowledgement

7 page 1 of 1

111% | Reset

Name: Test Employee

Signature * SIGN

CONTINUE

New Hire Orientation Checklist

⚠ Incomplete (1 out of 3)

33%

Started on 07/06/2021

CONTINUE

Employee (3) 33% complete

- Orientation Module Acknowledgement
- Orientation ASCS Training Waiver
- Health and Safety Checklist

Orientation ASCS Training Waiver

Once you have completed the AODA TRAINING please review and complete the Orientation ASCS Training Waiver.

Orientation ASCS Training Waiver >