

# New Employee Checklist

**Current as of:** October 28, 2024

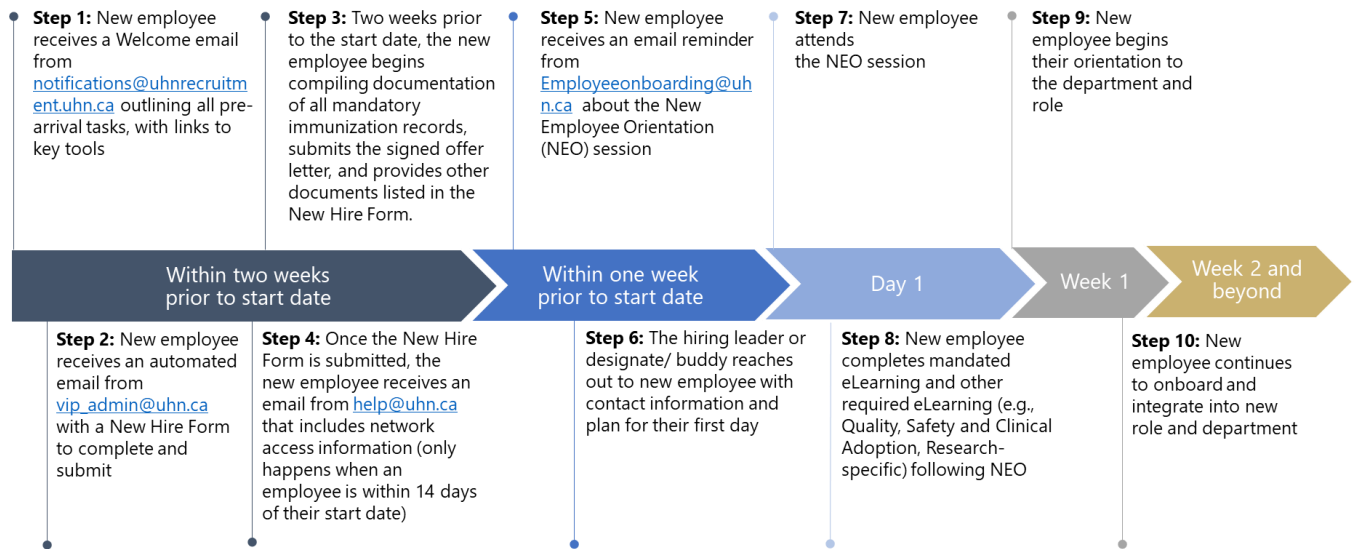
**Contact for more information:** [employeeonboarding@uhn.ca](mailto:employeeonboarding@uhn.ca)

This document is intended to be used by individuals joining teamUHN. The New Employee Checklist will guide you through the essential steps before and on your first day. This checklist is designed to ensure a smooth transition into your new role, helping you feel prepared, informed, and confident as you start at UHN.

Please email [employeeonboarding@uhn.ca](mailto:employeeonboarding@uhn.ca) if you have any questions as you complete this checklist.

## Welcome to UHN

The below image captures the journey you have been on since you accepted your offer, and the next steps in your process:



## Before your First Day

Task	Completion
An email will be sent to you shortly after receiving your offer letter to a UHN New Hire Form. Instructions on how to supply required information as a new member of the UHN team will be provided in that email, and include:	
Signed Offer Letter	<input type="checkbox"/>
Criminal Background Check	<input type="checkbox"/>
Direct Deposit Information	<input type="checkbox"/>
Piece of ID (Passport, Permanent Resident card, Birth Certificate)	<input type="checkbox"/>
Signed Federal and Provincial Tax forms	<input type="checkbox"/>
Social Insurance Number (SIN)	<input type="checkbox"/>
Emergency Contact Information	<input type="checkbox"/>
Work Permit (if applicable)	<input type="checkbox"/>
Read & sign off on all <a href="#">UHN Policies</a>	<input type="checkbox"/>
Upload Immunization Documentation below to the <a href="#">KICS link</a> provided by email:	<input type="checkbox"/>
Documentation of a 2 step TB skin test (Mantoux)	<input type="checkbox"/>
Documentation of immunity to Measles, Mumps and Rubella (MMR) OR 2 doses of MMR	<input type="checkbox"/>
Documentation of immunity to varicella OR 2 doses of varicella	<input type="checkbox"/>
Documentation of immunization against Tetanus, Diphtheria & Pertussis (TDAP) received at age 19 or older OR within the last 10 years	<input type="checkbox"/>
Documentation of Hepatitis B immunity (Hepatitis B requirement applies ONLY to TeamUHN members who will work with patients and/or may be exposed to blood, bodily fluids, or infectious waste)	<input type="checkbox"/>

## On your First Day

Task	Completion
Attend New Employee Orientation <i>Note you were sent the link to this session and details about timing in the email with your offer letter.</i>	<input type="checkbox"/>
Complete 8 Legally Mandated eLearning Modules	<input type="checkbox"/>
<a href="#">Accessibility at UHN</a>	<input type="checkbox"/>
<a href="#">Annual Fire Safety</a>	<input type="checkbox"/>

Task	Completion
<a href="#">Code of Workplace Ethics: Quiz</a>	<input type="checkbox"/>
<a href="#">Code Silver: Active Shooter</a>	<input type="checkbox"/>
<a href="#">Health and Safety Awareness for All Employees</a>	<input type="checkbox"/>
<a href="#">Integrated Privacy and Cyber Security E-Learning</a>	<input type="checkbox"/>
<a href="#">Safety Culture at UHN - Workplace Violence, Domestic Violence and Harassment in the Workplace</a>	<input type="checkbox"/>
<a href="#">Confidentiality Agreement</a>	<input type="checkbox"/>

## During your First Week

Task	Completion
<p>Below is the photo ID schedule and directions to each Photo ID Badge Office:</p> <ul style="list-style-type: none"> <li>• <b>Toronto General Hospital (7:30am – 12:00pm/1:00pm 3:30pm):</b> Eaton South Basement, Room 426 A. Located on B Eaton South, across the hall from the main Security Office.</li> <li>• <b>Toronto Western Hospital (7:30am – 12:00pm/1:00pm 3:30pm):</b> 1st Floor, Fell Wing, Room 511. Located inside the main Security Office in the Atrium.</li> <li>• <b>Toronto Rehab:</b> You will be provided with a scheduled time to visit the Security Office at your site by your manager.</li> <li>• <b>Princess Margaret Cancer Centre:</b> UHN Photo ID cards are not produced at the Princess Margaret Cancer Centre. Princess Margaret Cancer Centre employees are welcomed at either the Toronto General or Toronto Western locations during the hours on the appropriate schedule.</li> </ul>	<input type="checkbox"/>
Meet with your leader to review your orientation schedule and report completion of required tasks including review of the <a href="#">New Employee Hub Intranet page</a> to support transition.	<input type="checkbox"/>
Whenever in the office, meet with leader to tour workspace and attend in-person meetings set up by leader to meet the rest of the team in first two weeks	<input type="checkbox"/>
If you are joining UHN as a clinical team member, visit the <a href="#">Collaborative Academic Practice intranet page</a> for more information on clinical orientation.	<input type="checkbox"/>