

ORIENTATION CHECKLIST

We've created this checklist for you to ensure a smooth transition into your new role with us. You should aim to complete this within 30 days. Email it to hr@portagecollege.ca after you and your supervisor have signed off on it.

DEPARTMENT SPECIFIC

Complete this section with your supervisor or area administrative support

- Toured home campus and met my team
- Reviewed emergency procedures for campus and my work area
- Reviewed and signed my job description with supervisor
- Reviewed administration calendar with supervisor
- Reviewed Policies, Guidelines and Procedures (PGP) manual with supervisor
- Learned how to request IT support
- Learned how to use College directory in Outlook and Office 365

OTHER DEPARTMENTS

Let us know that you completed the following.

- Collected keys from Infrastructure Department
- Attended commencement meeting with HR
- Completed the New Employee Orientation Course
- Completed POPA course and sent certificate to HR
- Completed KnowBe4 Security Awareness training
- Completed Respect in the Workplace program

My job title

Employee's Adobe Signature

Supervisor's Adobe Signature