

Employee Onboarding Checklist

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In most businesses, hiring new employees is a normal occurrence. There should be no more “fuss” made over a person with disabilities than over any other new employee. In fact, making a fuss could make a new hire feel uncomfortable and undermine efforts to provide a respectful welcome. Providing a courteous and supportive introduction is key to ensuring successful onboarding for all employees.

Here are some best practices to successfully onboard new employees:

Before Your New Employee Begins Work:

If needed, reach out to a local service provider for free consultation and/or assistance. Inclusion BC can help connect you to a service provider in your area!

Talk to your staff about the new employee's first day on the job.

Provide co-workers with awareness training if there is a need to highlight specialized disability support (e.g., if the new employee has a guide dog or mobility issues).

Prepare all documentation, including:

- Support agreements with local service providers
- Company policies
- Operating procedures
- Safety procedures
- Emergency instructions
- Employment contracts
- Job descriptions
- Employee information sheets
- Benefit packages

Make sure the information for each new employee is in a format appropriate to their disability.

Ensure that any previously discussed accommodations are in place and that all required equipment for the new employee is in place.

Consider identifying a support person, mentor, or go-to person for the new employee.



First Day on the Job:

Provide any information regarding orientation in a suitable format for a person with a disability. This may mean written, audio, large text or Braille or using simple language.

Explain and show where the lunchroom, breakroom, restrooms and supply rooms are located.

Introduce the new employee to their direct supervisor, who will serve as the first point of contact for any work-related questions.

Introduce the new employee to colleagues, suppliers and customers.



Within 30 Days on the Job:

Assess work and decide if an intervention is needed.

Confirm whether job accommodations are still appropriate, if applicable.

Sources

Gilbride, D.; Stensrud, R.; Vandergoot, D.; Golden, K. Identification of the characteristics of work environments and employers open to hiring and accommodating people with disabilities. Rehabilitation Counseling Bulletin, Spring 2003, p. 130. Tiré du site Web du National Educational Association of Disabled Students (NEADS).

Canada

Funded in part by the
Government of Canada's
Opportunities Fund for
Persons with Disabilities

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