



Onboarding Plan

Day 1

Welcome and Foundations

| Task | Completed | Notes |
|------------------------------------|---|-------|
| Morning | | |
| Welcome and introductions | <input type="checkbox"/> Welcome <input type="checkbox"/> Introduction | |
| Tell your story | <input type="checkbox"/> Company presentation | |
| Complete New Hire Paperwork | <input type="checkbox"/> Employment contract <input type="checkbox"/> Employee info form <input type="checkbox"/> Payroll information <input type="checkbox"/> Drivers Abstract <input type="checkbox"/> Benefits <input type="checkbox"/> Miscellaneous forms | |
| Review Employee Handbook | <input type="checkbox"/> Policies <input type="checkbox"/> Values | |
| Payroll and schedule expectations | <input type="checkbox"/> Payroll <input type="checkbox"/> Schedule | |
| Afternoon | | |
| Assign locker, PPE, and equipment | <input type="checkbox"/> Locker <input type="checkbox"/> Equipment | |
| Facility tour | <input type="checkbox"/> Muster points <input type="checkbox"/> First aid kits <input type="checkbox"/> Job relevant areas | |
| Team introductions and shadow work | <input type="checkbox"/> Team introductions <input type="checkbox"/> Assigned shadow tasks | |
| Set 30-day expectations | <input type="checkbox"/> Competency review <input type="checkbox"/> Policy review | |

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