MaPS and Support Staff – Onboarding At a Glance

Prior to the first day – Onboarding Activities



Candidate Accepts Offer



HR Operations processes the hire once all applicable documentation is received (including SIN and Work Permit Information).



System Generated notifications are sent to the Reporting Manager & Onboarding Coordinator with the UCID, directing both of them to checklists outlining their specific accountabilities in the onboarding process.



New Employee creates an IT

Account and then completes

the 'prior to day one' onboarding

activities; including

direct deposit set-up,

enrolling in IRISS (if applicable)

and connecting with the

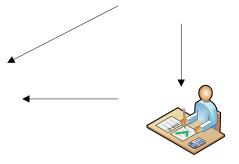
supervisor re: First Day.

Employee Checklist - Support Staff



Manager or Supervisor, initiates their checklist. This includes sending a welcome email to the new employee directing them to set up IT accounts and a UofC email.

> Manager Checklist - MaPS Manager Checklist - Support Staff



Departmental Onboarding coordinator initiates their Onboarding Checklist, connecting with the manager to determine the support required to effectively Onboarding their new employee.

OBC Checklist - MaPS

OBC Checklist - Support Staff

Employee Checklist - MaPS

On or after Day One – Onboarding Activities



Manager introduces employee to their Buddy, arranges a campus tour, discusses performance expectation and reviews key Policies.



Employee completes their Onboarding activities including all required training and orientations.



Onboarding Coordinator continues to follow up with the Manager and new employee ensuring that all onboarding activities are completed and that the new employee has a positive onboarding experience.