



# NEW EMPLOYEE Checklist

## 1. PREPARATION

- ☐ Define the role and responsibilities clearly.
- ☐ Draft a detailed job description.
- ☐ Determine compensation, benefits, and budget.
- ☐ Decide if the role is full-time, part-time, seasonal, or contract.

## 2. RECRUITMENT

- ☐ Post the job on relevant platforms.
- ☐ Collect and review applications.
- ☐ Shortlist candidates based on qualifications and fit.

## 3. INTERVIEWING

- ☐ Prepare structured interview questions.
- ☐ Conduct interviews (in-person or virtual).
- ☐ Compare candidates fairly and document impressions.

## 4. EVENT DAY

- ☐ Check references and, if required, conduct background checks.
- ☐ Draft and extend a written offer letter.
- ☐ Prepare an employment contract.



## 5. LEGAL & ADMINISTRATIVE REQUIREMENTS

- ☐ Register for a CRA payroll account (if not already).
- ☐ Collect the employee's SIN and complete a TD1 form (federal/provincial).
- ☐ Set up CPP, EI, and income tax deductions.
- ☐ Verify minimum wage and employment standards for your province.
- ☐ Arrange workplace insurance.

## 6. ONBOARDING ESSENTIALS

- ☐ Provide employee handbook, policies, and safety information.
- ☐ Set up payroll and benefits.
- ☐ Provide necessary tools, equipment, and access credentials.
- ☐ Introduce the employee to the team and assign a mentor or buddy.
- ☐ Set clear goals and expectations for the probationary period.



**Tip:** Keep this checklist handy for every hire—you can adapt it slightly depending on whether you're hiring full-time, part-time, seasonal, or contract employees.

