

## Orientation and Onboarding

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### Before New Employee Begins Work:



- Reach out to your local service provider for additional assistance if needed.
- Talk to your staff about the new employee's first day on the job.
- Learn how to greet, communicate and interact with people in non-traditional ways.
- Provide coworkers 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 and benefit packages. **Make sure the information for each new employee is in a format appropriate to their disability as required.**
- Ensure any previously discussed accommodations and equipment is in place and adequate.
- Consider identifying a support person, mentor or go-to person for the new employee.

### First Day on the Job:



- Provide orientation information in a suitable format for the person with a disability.
- Explain and show where the lunchroom, breakroom, restrooms and supply rooms are located.
- Introduce the new employee to his or her go-to person, who will then explain the "management structure" and will serve as the first point of contact for any work-related questions.
- Introduce the new employee to colleagues, suppliers and customers.
- Have someone accompany the new employee during breaks and lunch.

### Within 30 Days on the Job:



- Assess the overall teamwork of the work unit, and decide whether any intervention is needed.
- Obtain feedback from coworkers.
- Confirm whether job accommodations continue to be appropriate, as applicable.

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 Adapted from: [Basic Employee Orientation and Onboarding Checklist – Hire for Talent](#)