**Stanley Construction Ltd.**

Orientation Checklist – July 2, 2021

*New Employee Reviewed with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Onsite Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Coaches: Please ensure that the Site Supervisor has covered off the list of items below assigned to them as well as your own. Once completed please e-mail to** [**dgantar@stanleyconstruction.ca**](mailto:dgantar@stanleyconstruction.ca) **.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Requirement** | **Notes** | **Respons.** | **Superintendent** | **Carpenter** | **Construction Worker** | **Project Manager** | **Office Staff** |
| Payroll | Set up on Payroll | Dave | X | X | X | X | X |
| Mercon Benefits | Set up on Mercon Benefits (hour bank or supervisory) | Dave | X | X | X | X | X |
| Stanley What’s App Group | Invite employee to What’s App Group | Dave | X | X | X | X | X |
| Employee Contact List | Add employee onto contact list | Dave | X | X | X | X | X |
| Probationary Period | Set up 3 month reminder for probationary period review | Dave | X | X | X | X | X |
| Set employee up on Sage System | Add employee into Sage & SSO | Dave | X | X | X | X | X |
| Hours input in Sage | Set up on SSO for weekly hours input and train | Dave | X |  |  |  |  |
| Expense input in Sage | Set up employee for expense input and train | Dave | X |  |  | X | X |
| Update Organization chart | Add employee onto organization chart and advise coach | Dave | X | X | X | X | X |
| Company Credit Card | Order credit card | Dave | X |  |  | X |  |
| Caisnet – Computer & Cell Phone Set Up | Ensure employee has Caisnet log in and instructions | Dave | X |  |  | X | X |
| Caisnet – Folders | Ensure employee has access to Stanley Key Documents , Etc. | Dave | X |  |  | X | X |
| Office Equipment and Supplies | Advise where and how to get site / office printer and office supplies | Dave | X |  |  | X | X |
| Project Scorecard | Review the project scorecard for that site and why it is important | Site Supervisor | X | X | X | X | X |
| Safety Manual & Orientation | Site Safety Orientation covers this | Site Supervisor | X | X | X | X | X |
| Review Coach Role and role in Mentoring | Discuss requirements | Coach | X | X | X | X | X |
| Worry Free Construction & Stanley Values | Ensure these concepts are understood | Coach | X | X | X | X | X |
| Stanley Code of Conduct & expectations on treatment of others | Ensure these concepts are understood. | Coach | X | X | X | X | X |
| Stanley Safety Manual and expectations on safety | Ensure these concepts are understood. | Coach | X | X | X | X | X |
| Daily Hours input, Pay Statements, T4’s | Ensure they can understand process on how paid and who does what | Coach | X | X | X | X | X |
| Redline Drawings | Issue Stamps and procedures required | Coach | X |  |  |  |  |
| Introduce new employee to all other employees on What’s APP | Introduce new employee to all other employees on What’s APP | Coach | X |  |  |  |  |
| Stanley Intranet ([www.stanleyconstruction.ca](http://www.stanleyconstruction.ca), click on the CoR logo) | Show them how to get onto it and show key documents | Coach | X | X | X | X | X |
| Performance Plan | Review plan and ensure understanding | Coach | X | X | X | X | X |
| Work Equipment Requirement | Ensure understanding of what tools are required is understood | Coach | X | X | X | X | X |
| Caisnet – Overview and how to use it | Ensure employee can use Caisnet, understands various folders, arrange access to relevant folders and email signature | Coach | X |  |  | X | X |
| Expenses – All Others | Review process and expense policy | Coach | X | X | X | X | X |
| Stanley Equipment Overview (determine training required) | Review what equipment we own, where located, what their training requirements are on them | Coach | X | X | X |  |  |
| Logging into Benefits | Ensure they can login to the Merit site | Coach | X | X | X | X | X |
| Purchase Orders in Sage | Review Sage process for issuing purchase orders | Coach | X |  |  | X | X |
| Team Meetings | Invite to relevant Team meetings. Overview and set up of Gotomeeting. | Coach | X |  |  | X | X |
| 4 week look aheads | Share template and ensure understanding is gained on requirement to complete. | Coach | X |  |  |  |  |
| BuildWorks | Get access to system and provide overview | Coach |  |  |  | X |  |
| Hours Worked Averaging Agreements (HWAA) | Provide overview and ensure requirement is understood for each site. Also show where template in on Caisnet in Stanley Key Documents folder | Coach | X |  |  |  |  |