



Halton Region Early Years and Child Care Workforce Strategy

Human Resource Supports Onboarding Checklist

August 2021

Welcome to Halton's Early Years and Child Care Human Resource Supports

Halton Region, in collaboration with the Workforce Strategy Advisory Committee is pleased to announce the launch of four new tools to support human resources in the early years and child care community. These tools will be helpful to support employers with recruitment.

We welcome you to explore the tools listed below:

1. Interviewing Resource Guide

This resource provides:

- Details on interviewing best practices in all phases of the interview process
- Tips on Human Resource practices from Halton professionals

2. Competency Guided Interview Questions

This resource provides:

- Interview questions and activities across ten core competencies identified as important for early childhood educators
- Definitions and examples of core competencies

3. Leading Practices in Onboarding- Onboarding Summary

This resource provides:

- foundational information regarding policies, procedures and practices;
- tips for creating a welcoming atmosphere;
- guidance on how to set expectations early and often; and
- support for employers in helping the new employee to understand organizational culture and values.

4. Organize your Onboarding Process- Onboarding Checklist

This resource provides:

- A brief checklist for employers to quickly organize their onboarding processes

Thank you for supporting Halton's Early Years and Child Care Workforce Strategy. If you have questions regarding this information, please contact Supervisor, Quality and Community Development, at childcareservices@halton.ca

Halton Early Years and Child Care Workforce Strategy

Checklist: Organize Your Onboarding Process

Before Day One
TASK: Send welcome email
Why send a welcome email? This email has multiple purposes: <ul style="list-style-type: none">• increase employee engagement with the organization;• provide clear instructions; and• provide important information about the first day and first week.
What do I include in the welcome email? <ul style="list-style-type: none"><input type="checkbox"/> Offer and/or arrange a tour of the centre; virtual if necessary<input type="checkbox"/> What to bring the first day<input type="checkbox"/> What to expect on the first day – who to connect with on arrival<input type="checkbox"/> Confirm start date<input type="checkbox"/> Confirm hours of work the first day and first week<input type="checkbox"/> Confirm location/address of place of employment<input type="checkbox"/> Online links to required professional learning activities<ul style="list-style-type: none">• <i>Child Care and Early Years Act</i>, self-test_ https://www.earlyyears.edu.gov.on.ca/CCEYATestWeb/public/home.xhtml<input type="checkbox"/> Offer letter<input type="checkbox"/> Electronic copy of policies and procedures<input type="checkbox"/> Employee handbook<input type="checkbox"/> Links to the Ontario Ministry of Education for up to date guidance http://www.edu.gov.on.ca/childcare/child-care-guide-child-care.pdf<input type="checkbox"/> Identify which documents and learning activities are to be completed before start date

Identify information needed for:

- Payroll

- Benefits

- Licensing
 - Immunizations (MMR, TdP, TB test)
 - Criminal Reference Check (CRC)
 - Vulnerable Sector Screen (VSS)
 - First Aid Certificate
 - Health and Safety Training:
<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>
 - Food Handlers (if applicable)
 - College of ECE Confirmation (if applicable)

Give instructions and links to materials to review

- How Does Learning Happen?*

- Think, Feel, Act*

NOTES

TASK: Complete necessary paperwork i.e. payroll documents

This can be done before the employee starts or on the first day

- Set up a meeting to review documents

- Provide policies for review and sign off with completion date

NOTES

TASK: Set up technology

- Set up email and provide email address for employee

- Complete HR/payroll online system

NOTES

TASK: Connect the employee to the organization

- Review organizational chart
- Review mission and vision

NOTES

TASK: Prepare the team for the new employee

- Send memo/announcement to the staff team to introduce new employee
- Ensure team members know who is starting when and know their role in welcoming the individual
- Identify a mentor to guide new employee

NOTES

TASK: Prepare families for the new employee

- Send memo/announcement to families to introduce new employee
- For families in the room where the employee will work, let them know the name of the new employee and when they will start
- Share information about the person's professional education and experience
- Ask families to welcome the new employee

NOTES

Day One

TASK: Provide employee with foundational information regarding policies, procedures and practices

- Review Occupational Health and Safety: WHMIS, Harassment and Violence in the Workplace policy
- Orientation with supervisor - review policies and procedures
- Review individual support/medical/anaphylaxis plans with employee
- Sign off on all policies and procedures, if not completed prior

NOTES

TASK: Provide an understanding of the employee's roles and responsibilities

- Review centre routine, roles, and responsibilities
- Review any other need to know or pertinent information with employee
- Provide employee with a schedule for any required training or professional learning
- Have new employee shadow another employee for a few days, if not done prior to start date
- Arrange time for room partner to overview classroom specific routines
- Arrange extra-ratio coverage to give the new employee time to settle in

NOTES

TASK: Create a welcoming atmosphere that makes a good impression

- Greet new employee upon arrival
- Tour the centre pointing out staff room, washroom, where to safely store personal belongings

- Introduce to co-workers, room partner and families
- Provide employee with any photo ID
- Post a welcome notice in staff room
- Assign locker
- Check in throughout the day

NOTES

TASK: Make performance expectations clear - early and often throughout onboarding process

- Review staff schedule

NOTES

Week One

TASK: Provide employee with information regarding policies, procedures and practices

- Continue to provide mentoring and support on policies and procedures, paperwork
- Review forms (accident/medical), as needed
- Review curriculum development forms/process and mentor employee as they complete their first documents

NOTES

TASK: Build employee's understanding of the roles and responsibilities

- Provide opportunity to job shadow and review with supervisor
- Identify activities that will build relationships with team, children and families
- Spend time in the classroom engaged with the employee

NOTES

TASK: Create a welcoming atmosphere that makes a good impression

- Check in regularly and invite discussion about the experience of getting to know colleagues, parents, children

NOTES

TASK: Make performance expectations clear - early and often throughout onboarding process

- Plan a meeting time for the end of the week, outside the room to review the week
 - ask questions
 - look for feedback about the onboarding experience
 - plan some goals

- Regular check-ins throughout the week and invite discussion about experiences
- Conduct informal observations throughout the week to gauge confidence and competence with children, parents, and colleagues

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Monthly

TASK: Provide information regarding policies, procedures and practices

- Weekly check-ins: review and discuss questions regarding policy and practice

NOTES

TASK: Build understanding of the roles and responsibilities

- Weekly check-ins
- Invite employee to share stories of experience (Tell me about the best thing that happened to you today; Notice skills and share them with the educator “I noticed how you...”)
- Informal observations throughout the week to gauge confidence and competence with children, parents, and colleagues
- Check ins with employee’s team members
- Provide time for a monthly team huddle to network with other educators, share successes and problem-solve challenges
- Revisit notes from prior week’s meeting as well as notes about how things are going with team members, families, curriculum form, forms (accident, medication, daily)
- Discuss performance issues as needed
- Document and refer to notes each time
- Employee attends any necessary professional learning sessions

NOTES

TASK: Create a welcoming atmosphere that makes a good impression

- Weekly check-ins

NOTES

TASK: Make performance expectations clear - early and often throughout onboarding process

- Informal observations to gauge confidence and competence with children, parents, and colleagues
- Review goals; identify additional learning needs and update plan, as needed
- 1:1 meeting within first month, and every 4-6 weeks afterward
- Supervisor completes 30, 60, and 75 day review; submit to individual who manages human resource functions
- Supervisor reviews contribution plan framework with the new employee and helps develop personal plan
- Seek feedback on onboarding experience
- Supervisor completes "Program Statement Observation and Monitoring" once a month and has a conversation with employee about their implementation of the program statement goals in program as observed
- Complete a review of goals at the 3-month mark, followed by midterm and final reviews

NOTES

Task: Support understanding of organizational culture and values

- Let employee know how what you observed fits with the expectations, culture of the organization and/or professional practice

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