Onboarding/Offboarding Form - Internal Use Only – To Be Completed by Hiring Manager and emailed to: Onboarding@drumheller.ca

ACTION (check one):   Onboarding _____   Off-boarding _____

NEW HIRE		EMPLOYMENT ENDING	
Start Date:		End Date:	
Name:			
Position Title:			
Work Location:			
Hiring Manager:			
Cost Center:			

NEW HIRE REQUIREMENTS	(← CIRCLE ONE →)		EQUIPMENT RETURN	
	Yes	No	If yes, is new hardware required?	Additional Information
Desk Phone				Dial Direct: _Yes _ No
Desk Phone Extension				
Cell Phone				
Laptop				
Desktop – 1 screen				
Desktop – 2 screens				
Office Space				
Access FOB / Keys			If more than primary location please confirm all access locations:	
Alarm Code/Access			Location: Manager/Reality Bytes	
*Email Address	X			
Shared Drive Access			Manager/Reality Bytes If yes, to which drives/folders:	
Intranet Access	X		Manager/Communications	
Staff Portal	X		Manager/Reality Bytes	
Town Phone Contact List			Manager	
Business Cards			Manager/Communications	
Credit Card			Director/CAO	
Uniform			Manager	
Operation of Town Vehicles/ Drivers Abstract			Manager	
Criminal Record Check and/or Vulnerable Sector Check			Manager	

REQUIRED TRAINING UPON HIRE			
Course Name	YES	NO	
WHMIS	X		Safety Officer
Workplace Violence & Harassment	X		Director, E&PS
FOIP Training			CAO Senior Administrative Assistant
ICS 100	X		Director, E&PS
Office Ergonomics			Manager
Softphone Use (IT email/video)			Reality Bytes /Town Designate
Teams Overview			Manager/Designate
Building Alarms			Director, E&PS
Diversity and Inclusion	X		Human Resources
Town Tour / Facility tour	X		Manager/Designate

Payroll/Benefits			
Orientation Required	YES	NO	Date Eligible
Extended Health and Dental			
LAPP			
LTD			
Wellness Spending Account			

Union Notification for New Hires – Payroll			
Required	YES	NO	Date Sent
Local 135 (←circle→) Local 4604			

- Waiver – this is a company phone – it should not have a personal id or be logged into a personal device.   Add the security prompt for splash page.
- Record all Serial numbers from Phones & other hardware
- Employees leaving the Town must surrender all devices and keys, and provide Passwords for all files and devices.