

# Orientation Process Outline for Hiring and Payroll Forms NEW REPS

\*Please use this order when doing your orientation. Use the Hiring/Payroll checklist form for 'NEW Reps' when submitting and check off when complete and ensure no steps are missed.

## 1) Seasonal In-Store Sales/Service Representative Work Agreement Contract

*(available on Pronto)*

- All sections must be filled out and signed by both the Rep and Supervisor
- Commencement date needs to be the first day of actual employment
- If travel is required b/w stores, indicate on form & collect driver info requested using the D24 Driver Authorization Form and submit with both license and insurance.
- Important to include *all* stores where they will be working

## 2) Employee Information Record/ 2021 Tax Forms

*(available on Pronto)*

- All sections must be filled out on the Employee Information Record form
- Either a void cheque or deposit slip is required for direct deposit
- You must VIEW the Social Insurance number before entering into the forms (Do NOT send a copy via email).
- If their SIN number starts with a "9" you must ask for their work permit prior to hiring.
- **NEVER send any personal, identifying information by email** (This includes; driver's license, SIN number, banking info, health card). Only send via pronto forms or the secure document transmission button.

## 3) Worker Health & Safety Awareness in 4 Steps – On line training

- **Must be done prior to first day in stores.**
- Information sheet included to explain access to website
- Once training is completed, forward proof of training certificate.

## 4) Covid-19 Safety Procedures

*(posted on website)*

- Review the Spring 2021 Covid Safety Memo
- Review the HD/Jeffery's Covid Safety Presentation
- Complete the Covid-19 Record of Training Form (2021) on website.

## 5) Job Description

*(available on Pronto)*

- Must be signed by both the Rep and Supervisor (double sided) and ensure the rep receives a copy.

**6) Seasonal In-Store Service – Handbook, Updated March 2021**

*(available on Website)*

- Must direct employee to where it is located on the website and review with them the contents within. Paper copies are available upon request.
- Complete the sign off page & dated by both representative and supervisor and email a copy to be retained for their file...ensure the rep receives a copy. Sign off form available on website. *(Use Adobe Fill and Scan)*.

**7) Job Specific Hazard Training – Safety Tips**

*(available on Pronto)*

- Please review in detail with Rep, both Rep & Supervisor sign & date form

**8) Safe Handling Procedures for Racks – record of training (test)**

*(available on Pronto)*

- Once Rep has watched the video on the safe handling of racks, the test sheet needs to be completed, signed and dated by Rep & Supervisor.

**9) C-6 Hazard Assessment Form for Merchandising Reps**

*(posted on website)*

- Review in detail with Reps.

**10) Accessibility Standard for Customer Service – Quiz completed & signed**

*(available on Pronto)*

- Training information on company website
- Complete Quiz sheet, sign & date

**11) Access Forward & Ontario Human Rights Code Training – record of training (test)**

*(available on Pronto)*

- Complete modules listed below (watch video or read). Answer test sheet, sign & date.
- <http://www.accessforward.ca/> (do NOT do Transportation Standard)
- <http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>

**12) Orientation Checklist**

*(available on Pronto)*

- Only once the information is fully communicated, both Rep & Supervisor sign & date form

**All forms must be submitted to Human Resources prior to start date. Use pronto forms where indicated and wherever possible. If sending in paper forms can use Adobe Scan or Adobe Fill and Scan sending in by Employee. Only where Pronto or Adobe is not possible, send via fax 905-934-9044**

\*Prior to sending in payroll forms, send an email to both Allison and Gina notifying them of your new hire's name and the year of birth. This will give Gina the ability to approve their website and Allison can start the set-up process in Time Guardian.