

Merchandiser Orientation Email

March, 2023

When to use: This template should be used when communicating with your new hire and scheduling orientation. When a template is used, then the message is consistent and clear.

Thank you for confirming your availability for orientation on **insert date**. I'm happy to have you join us this season. **Let's start at insert time**. It will be held **insert place of your orientation**.

Please read this email carefully as there as a number of items you need to bring with you.

Usually our orientations take about **(fill in time)** hours. You will be paid for this time.

While currently optional, please bring a mask with you for any times we need to sit closer for paper work review. Masks are optional in the garden center and the rest of Home Depot.

Do not come if you have symptoms, just let me know and we'll reschedule.

For Orientation you will need the following:

- 1) Direct Deposit form from your bank
- 2) Social Insurance Number (I do need to view) (If your SIN starts with the number 9 please bring the appropriate paper work...)
- 3) Information to complete the Employee Record-address, emergency contact, doctor's info, health card
- 4) MOL Safety Training Certificate (see below)

Please do not email and personal and confidential information like SIN# or Banking info!

I will provide you with your schedule on the first day. We will be working in the garden center on the first day or we will only be doing orientation this first day.

On your first day working in the stores;

- 1) Lunch with Water (in an enclosed, sealed water bottle. No coffee cups are permitted).
- 2) Dressed appropriately for work.
- 3) Safety Shoes are mandatory in the stores.

Please confirm if you have a smart phone so I can set you up for web punching (time clock).

For attire please dress appropriately for general, outdoor labour work. Safety Shoes are mandatory. Dress in layers as temperatures have been fluctuating. Bring sunglasses for eye protection. Most employees like to wear some type of sun hat (baseball cap or other) as well.

Before **insert scheduled day you do need to complete the Ontario Ministry of Labour, Immigration, Training and Skills Development Health and Safety Awareness Training**

If you have done this before, just send me your certificate.

All Ontario employees need to complete the below online training course. It is free and takes about 40 minutes to do.

Once complete please print off the certificate and bring it with you or email to me. If you do not have access to the internet and a computer then this will be completed after the orientation.

<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>

I think that's it. If you have any questions let me know, **otherwise please kindly confirm receipt and acceptance of this email.**

I will see you **insert day.**

Kindly

Insert Name