**Annex B – TC Virtual Onboarding Checklist**

**Employee Details:**

|  |  |
| --- | --- |
| Employee Name |  |
| Job Title |  |
| Branch Route |  |
| Start Date |  |
| End Date (if applicable |  |

**Agreements:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Telework | [Form](http://tcapps/Corp-Serv-Gen/5/Forms-Formulaires/download/10-0522_BO_PX) |  |
| Flexible Work Arrangements | [Site](http://mytc/new-guidelines-flexible-work-arrangements-updated-telework-directive-11799.html) |  |

**Workstation:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Laptop / Tablet | Including:  Workstation Hub  Sim card for tablet (for remote work)  Access to Networks (ex: Cisco Anyconnect)  Access to Printer(s)  Webcam  Jabber or Webex |  |
| Cell Phone | Access to Network  Earbuds with microphone |  |
| Software | MS Teams, Skype, One Note, Slack… etc |  |
| Network Service Request | [Form](http://tcapps/Corp-Serv-Gen/5/Forms-Formulaires/download/09-0231_BI_PX) |  |

**Miscellaneous:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Technical Help | [Site](http://mytc/technical-support-and-resources.html) |  |
| Accommodations | [Site](http://mytc/job-accommodation-2537.html) |  |
| Variable (Compressed) work hours | [Site](http://mytc.tc.gc.ca/variable-compressed-work-week-2751.html) |  |
| Work Schedules | Consider documenting especially for teams with multiple time zones |  |

**Additional Items:**

|  |  |  |
| --- | --- | --- |
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