



Employer Checklist

The following checklist will help ensure your company and the participant have a successful WILWorks Graduate program placement. For this program, the first 16 weeks of the new hire's position after application will be considered the "placement period". Questions about this checklist, or the program can be directed to Susan (smclachlan@emccanada.org).

Initial EMC's WILWorks Graduate Program Application/Registration Steps

- Employer applies online
- Employer submits Employer Registration and Participant Registration forms to EMC (if not submitted during online application)
- Employer, participant, and EMC project coordinator meet to complete the Training Placement Agreement Form
- EMC Project Coordinator sends welcome email to participant with link to register for the learning
- EMC Project Coordinators sends welcome email to onboarding mentor with link to register for the Mentorship in Manufacturing learning
- EMC Project Coordinator tracks progress and checks in with participant and employer at monitoring points throughout the placement

Pre-Arrival

- Apply for the WILWorks Graduate Program online (before or after selecting eligible new hire)
- Select participant and determine start date
- Collect participant information
 - Record Check / Controlled Goods Check completed and received (if necessary)
 - Any other information required prior to the start date
- Provide participant with company website and any other information relevant to the placement
- Notify EMC of filled position(s)
 - Send EMC participant information (first and last name and personal email address)
- Inform Supervisor, Trainer, etc., of participant's start date
- Assign onboarding mentor to participant
- Send mentor name and email to EMC to arrange training access
- Prepare workstation (if required)
- Contact participant to coordinate first day, who to contact, parking, dress code, required PPE and any company specific pandemic measure

First Day of Placement Period

- Arrange for supervisor and/or mentor to meet participant at designated time/area
- Ensure participant has PPE (steel toe shoes, etc.) not supplied by company
- Provide participant with any supplied required PPE (safety glasses, hearing protection, etc.)
- Introduce onboarding mentor to participant
- Introduce participant to other members of the team
- Review all required 1st day training and company policies with participant (Health and Safety, Human Resources)
- Provide participant with any required badges, ID tags, etc.
- Review the participant's role and the responsibilities of it
- Review company specific pandemic measures
- Collect participant's emergency contact info as well as any other required documentation
- Review hours of work, lunch/breaks with participant
- Provide site tour (emergency exits, washrooms, first aid kit, break/lunchroom)
- Check in with participant at the end of their first day to provide feedback

- In the first week, allow participant time to complete the online learning
 - Manufacturing Foundations completion goal: within 1st month of hire

Throughout the Placement Period

- Obtain feedback from participant's onboarding mentor
- Check in with participant to obtain and provide feedback
- Complete EMC check in monitors as requested
- Allow participant time to complete the optional learning offered through the program (if applicable)

Last Week of Placement Period

- Check in with participant at the end of their placement period to provide feedback
- Complete placement survey – survey link will be sent by EMC