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Accountable

Informed

Responsible

Consulted



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Document Current Process	Sept 2023	Annie	Annie	Melissa Clancy IT Sierra Patino Christine Gilbert	Project Team	Consulted with new hire and hiring manager
Research other Municipal Onboarding Process	Sept 2023	Annie Melissa	Annie	Grey County Collingwood	Project Team	
Develop Onboarding Procedures & Flow Charts	September 2024	Annie Melissa	Annie	Jamie Matthew Kim	Project Team	Onboarding procedure Onboarding Flow chart Peer to Peer/Buddy System Program



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Define roles & responsibilities between HR & Hiring Manager	September 2024	Annie Melissa	Annie	Jamie Inside Hiring Manager Carly	Project Team	New hire announcement IT requirements
Develop Templates, Forms, Documents Checklists for HR & Hiring Manager	September 2024	Annie Melissa Fairyn	Annie	Jamie Matthew Kim Hiring managers (Office, Technical, Outside) Carly	Project Team	Training schedule template On the job training checklist Health & Safety Checklist -new hire payroll/HR form -Equipment needs form -staffing announcement templates -define timelines, check ins



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						<ul style="list-style-type: none"> - Include in Training checklists - Corporate Training - strategic initiatives - Strategic Plan - Service review - employee engagement action items - Master plans - accessibility plan - asset management plan - climate action plan - new to the area – streets, avenues, River divides east west
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Update Monthly In-person Orientation	December 2024	Fairyn	Annie	Subject Matter Experts Carly	Project Team	-include corporate information – records management, payroll, purchasing, A/P,FOI, service review, etc -invite union rep for introduction if applicable -SLT more scripted information – current projects



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Identify and document training required by position or group		Annie Kim Fairyn	Annie	Hiring Managers Fairyn	Project Team	Software/Applications -GP, escribe, SHARE Health & Safety
Centralize new hire Information & Training 1. New Hire Landing Page 2. Hiring Manager Landing Page	December 2024	Annie Kim	Annie	Project Team Carly Desiree (link to records) Mark	Project Team	Put new hire training and forms on central location that can be accessed internally and externally
Provide training to Managers, Supervisors, other onboarding partners	March 2025	Annie Melissa	Annie	Jamie Carly	Project Team	-importance of onboarding & engagement -where to find forms and checklists



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						Responsibilities of managers and staff in onboarding
Implement Onboarding Program with New Staff <ol style="list-style-type: none"> 1. Corporate Orientation 2. On the job Training 3. Application Software training 	March 2025	Annie Fairyn Subject Matter Experts Separate out tasks of new hire onboarding	Annie	Annie Fairyn Subject Matter Experts IT	Project Team New Hires Hiring Managers	

