



Welcome to your onboarding road map – guiding you on your path to delivering

Service Excellence

There are resources, events and support services available during your first year with the City of Vaughan.



BEFORE YOUR FIRST DAY

Complete all required paperwork and forms on the vaughan.ca New Employee Onboarding page before your first day. We are here to help with any questions you may have.



Your First Day

Meet with Human Resources (HR), your manager and peer mentor who will introduce you to your new team. Receive a tour of your workstation and facilities. Learn about the City's mission, vision and values.



Your First Week

Familiarize yourself with the 2018-2022 Term of Council Service Excellence Strategic Plan and Employee Handbook. Navigate your way through the New Employee Onboarding webpage and complete the required e-learning courses. Set your 30-, 60- and 90-day goals.



Your First Month

Explore opportunities to engage with corporate initiatives such as the United Way campaign, Toastmasters Club, health and wellness programs and many more.



Your First Year! Congratulations.

You have reached your one-year milestone, congratulations! Be sure to celebrate with your team.



Staff Forums*

Attend the annual organization-wide staff event to celebrate the City's successes, network with colleagues and learn about work being done to achieve Council-approved priorities.



New Employee Welcome Event*

Takes place within your first year with the organization. Meet the Senior Leadership Team, network with other City employees and learn about departmental projects and corporate initiatives.



Check-in

Reflect on your 30-, 60- and 90-day goals, and continue to have open conversation with your manager and support services as needed.



Your First Six Months

Learn about skill- and development-building courses offered in the Learning and Organizational Development catalogue such as the Lean White Belt Program.



Check-in

Touch base with your manager, peer mentor and HR representative who will continue to ensure you have the tools, resources and information you need to succeed.



Your First Six Weeks

Participate in the New Employee Orientation Session and the Corporate Policy and Occupational Health and Safety Orientation.



Your Journey Continues

You are well on your way to continuing a successful journey with the City of Vaughan.

* Events may be delayed due to COVID-19



vaughan.ca/ServiceExcellence

