

DFO- Sea Lamprey Control Centre

Employee Entrance Interview Check List

1. **Employee's name** _____
 2. **Employee's position** _____
 3. **Duration of employment in this position** _____
 4. **Supervisor's name and position** _____
 5. **Manager doing interview** _____
 6. **Date and location of interview** _____
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Interview Check List:

◆ Introduction:

- ◆ Introduce one another _____
- ◆ Welcome to the Centre _____
- ◆ Explanation of the purpose of the interview _____
- ◆ Overview of the Centre's Mandate _____
- ◆ Organization of the Centre _____
- ◆ Employees Role within organization _____
- ◆ Employees right to a job description _____

◆ Safety

- ◆ Code of safe conduct in the workplace _____
- ◆ Management of the centre takes safety seriously and will not tolerate unsafe practices _____
- ◆ Employees right to work in a safe working environment _____
- ◆ Employees obligation to work safely under new legislation _____
- ◆ Employee may be legally liable if their unsafe work practices cause an accident _____
- ◆ Safety package to be contained in employee handouts _____
- ◆ Identify training needed before the employee can work safely at the job (e.g., WHMIS, CPR, First Aid, Transportation of Dangerous Goods, small boat training, chemical safety, marine radio operation etc.). _____
- ◆ What to do in the event of an emergency (action, contacts, evacuation, etc.) _____
- ◆ Information about the DFO and Branch Safety Committees (members, contacts, dates of meetings, access to minutes, etc.). _____
- ◆ What to do in the event of a personal injury accident. _____
- ◆ Rights and obligations under workers compensation and OSH. _____

◆ **DFO Harassment Policy**

Harassment is defined as any unwelcome physical, visual or verbal conduct. Unwelcome sexual acts, comments or propositions are also harassment. Offensive attitudes, such as a condescending approach that undermines self-respect, leering or similar gestures, can all constitute harassment.

- ◆ Ask the employee for his/her definition of harassment
- ◆ Explain what constitutes harassment (read above definition and give examples of types of harassing behaviour). Harassment can come in the form of written communication including via e-mail message. ____
- ◆ An explanation of what to do if he/she experiences harassment (i.e., what to say to the offending person, who to contact) The norm would be to first tell the harasser that you are offended by their actions. If that does not achieve the desired results go to a line manager. In the event that you are unsure of yourself or feel intimidated it is appropriate to seek advice of a trusted friend or co-worker. ____
- ◆ What to do if the employee learns of harassment in the work place. ____
- ◆ Emphasize that information will be held in confidence by the harassment contact and HR. ____
- ◆ DFO promotes a harassment free workplace ____

◆ **Concluding Remarks**

- ◆ Rewarding term of employment _____
- ◆ Employee will be asked to participate in an exit interview _____