



New Employee Onboarding Checklist

Employee Name: _____

BEFORE THE FIRST DAY	
<input type="checkbox"/> Review county and department information on the website	<input type="checkbox"/> Review information that will be helpful to you and enable you to begin contributing right away (I.e. Department Strategic Plan, Goals, etc.)
<input type="checkbox"/> Confirm start date details	<input type="checkbox"/> Confirm first day details, such as: <ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> position <li style="width: 50%;"><input type="checkbox"/> start date <li style="width: 50%;"><input type="checkbox"/> salary <li style="width: 50%;"><input type="checkbox"/> location <li style="width: 50%;"><input type="checkbox"/> dress/uniform <li style="width: 50%;"><input type="checkbox"/> time <li style="width: 50%;"><input type="checkbox"/> parking and/or transportation options <li style="width: 50%;"><input type="checkbox"/> Other: _____ <li style="width: 50%;"><input type="checkbox"/> Other: _____
<input type="checkbox"/> Complete pre-employment appointments (if applicable)	<input type="checkbox"/> Fingerprints <input type="checkbox"/> Background Check (if applicable) <input type="checkbox"/> Physical(s) (if applicable)
<input type="checkbox"/> Gather all employment verification information and bring on Day One	Provide the following to your Departments Payroll Coordinator or designee. <ul style="list-style-type: none"> <input type="checkbox"/> Valid government issued identification for Employment eligibility verification (see I-9) <input type="checkbox"/> Social Security Card (valid SSN is required for tax, payroll and benefit purposes) <input type="checkbox"/> Professional Certifications and Licenses, if required for the position <input type="checkbox"/> Direct Deposit Information including a Voided Check
<input type="checkbox"/> Review Employee Benefits	<input type="checkbox"/> Review the Benefits Guide <input type="checkbox"/> Prepare any clarifying questions you may have; you have 14 days to elect your benefits <input type="checkbox"/> Check out other county benefit programs and charitable contributions <input type="checkbox"/> Visit Commute Alternatives and determine if there are alternatives to driving, such as public transportation that would work for you
<input type="checkbox"/> Overview Technology	<input type="checkbox"/> Inquire about e-resources, including links to relevant websites <input type="checkbox"/> Obtain an overview of software and other technology used and/or reference the appropriate User Guide/Reference Material (phone/voicemail, computer, email, intranet and internet, computer network, LMS, Workday, etc. (shared files and/or drives), etc.) <input type="checkbox"/> Learn how to use office equipment, e.g. copier, scanner, etc.
EMPLOYEE'S FIRST DAY AND WEEK	
<input type="checkbox"/> Overview of first day	Be prepared to: <ul style="list-style-type: none"> <input type="checkbox"/> meet your supervisor/manager, team, and members of your department leadership team (if applicable) <input type="checkbox"/> be oriented to your new work space and building <input type="checkbox"/> receive/review a variety of materials and information, discuss your Onboarding Plan, including job specific training plan and expectations
<input type="checkbox"/> Logistics	<input type="checkbox"/> obtain your employee ID number and badge <input type="checkbox"/> obtain Active Directory (AD) and email account access information <input type="checkbox"/> secure key(s) and /or other items (badge) to gain access to office <input type="checkbox"/> find out about essential tasks (I.e. order office/desk supplies, notify of absence or late arrival, evacuate in the event of an emergency, etc.)



New Employee Onboarding Checklist

Employee Name: _____

<input type="checkbox"/> Payroll, Benefit Information, and Onboarding	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with the Payroll Specialist to review payroll and benefit election information and timeframes. Quick Reference Guides and Videos about how to complete certain actions in Workday are available here. <input type="checkbox"/> Meet with the Payroll Specialist for I-9 identification and employment eligibility verification. <input type="checkbox"/> Complete any required new hire forms. <input type="checkbox"/> Log into Workday to start onboarding tasks. Some tasks should be completed within the first day of employment which includes updating personal and contact information, adding emergency contacts, completing I-9 form, and completing withholding elections. 								
<input type="checkbox"/> Initial Training	<p>In your first week, you will be asked to complete a number training courses, including but not limited to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">County-wide Training</td> <td style="width: 50%; border: none;">Department / Job Specific Training</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Timecard (ATKS)</td> <td style="border: none;"><input type="checkbox"/> _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Workday</td> <td style="border: none;"><input type="checkbox"/> _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> HIPAA</td> <td style="border: none;"><input type="checkbox"/> _____</td> </tr> </table>	County-wide Training	Department / Job Specific Training	<input type="checkbox"/> Timecard (ATKS)	<input type="checkbox"/> _____	<input type="checkbox"/> Workday	<input type="checkbox"/> _____	<input type="checkbox"/> HIPAA	<input type="checkbox"/> _____
County-wide Training	Department / Job Specific Training								
<input type="checkbox"/> Timecard (ATKS)	<input type="checkbox"/> _____								
<input type="checkbox"/> Workday	<input type="checkbox"/> _____								
<input type="checkbox"/> HIPAA	<input type="checkbox"/> _____								

EMPLOYEE'S FIRST TWO WEEKS AND MONTH

<input type="checkbox"/> Complete Remaining New Hire Paperwork/Onboarding Tasks and Benefit Election	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in a Benefits Webinar and/or Orientation <input type="checkbox"/> Complete any remaining New Hire forms/County policies, onboarding tasks and benefit selection within 14 days of hire in Workday <input type="checkbox"/> Complete New Hire One Month survey in your Workday inbox (available in your inbox after one month of employment).
<input type="checkbox"/> Clarify roles, resources, responsibilities and relationships	<ul style="list-style-type: none"> <input type="checkbox"/> Inquire about your role and responsibilities of your job <input type="checkbox"/> Establish performance goals and review performance factors <input type="checkbox"/> Explore how your position contributes to the success of the Team/Unit, Division, Department and County
<input type="checkbox"/> Understand your work and its relationship to those around you	<ul style="list-style-type: none"> <input type="checkbox"/> Inquire about the organizational culture and procedures <input type="checkbox"/> Ask about the responsibilities of your job and the information systems/resources you need to be successful <input type="checkbox"/> Share your work style and seek to understand the styles of those around you <input type="checkbox"/> Explore the roles and responsibilities of your colleagues – ask colleagues about their experiences
<input type="checkbox"/> Explore the ways you can connect with colleagues	<ul style="list-style-type: none"> <input type="checkbox"/> Create a Yammer! Account <input type="checkbox"/> Check in with your Buddy, if applicable

EMPLOYEE'S FIRST SIX MONTHS / YEAR

<input type="checkbox"/> Evaluate and Reflect	<p>Conduct a <u>Self -Review</u> to evaluate:</p> <ul style="list-style-type: none"> What you have learned What support you need Where you have more growth opportunities Where you did well What information, resources, and tools you need to be successful What your goals are for the next six months/year
<input type="checkbox"/> Training/Professional Development	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss professional/career development with supervisor/manager <input type="checkbox"/> Explore County and departmental training opportunities to enhance technical and soft skills



New Employee Onboarding Checklist

Employee Name: _____

	<input type="checkbox"/> Explore educational opportunities/ tuition reimbursement
<input type="checkbox"/> Personal Development	<input type="checkbox"/> Visit Benefits and Employee Wellness to learn about personal health and well-being opportunities <input type="checkbox"/> View the Employee Assistance Program classes and services
Additional	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
EMPLOYEE'S END OF PROBATION	
<input type="checkbox"/> End of Probation Evaluation	<input type="checkbox"/> Discuss performance and/or development goals

* Click here to see if your Department has additional checklist items.