





New Employee Pre-Boarding Guide



Compliance	Clarification	Culture	Connection
			
Teaching employees basic city, state, and federal legal and policy-related regulations.	Helping employees understand their new jobs and all related expectations.	Providing employees with a sense of organizational norms – both formal and informal.	Helping new staff establish interpersonal relationships and informal networks.

Content Guide:

In the following pages, you'll find tasks for you to work through **before** the new employee's start date with TeamCity to ensure your staff is set up for success on day one.

Please refer to the **Onboarding Task List** for action steps for each task introduced in this document.




Resources

- [Onboarding Program: Four Cs Model](#)
- Modified from [SHRM Foundation's Effective Practice Guidelines Series - Onboarding New Employees: Maximizing Success](#)



What rules & regulations do I need to be aware of and follow?

Purpose	Tasks
<p><i>Teaching employees basic city, state, and federal legal and policy-related regulations.</i></p>	<p>Schedule, Job Duties, and Expectations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Process your hire in NeoGov. Instructions are available in the OHC User Guide. <input type="checkbox"/> Prepare New Employee Onboarding 2-Week Schedule <input type="checkbox"/> Add regularly scheduled meetings (e.g. staff and department) to employee’s calendar. <input type="checkbox"/> Assemble electronic New Employee Welcome Packet. <i>See more under “Clarification”.</i> <p>Work Environment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Order building and/or office area keys, business cards, employee ID card, and name plate <input type="checkbox"/> Add employee to relevant email lists, SharePoint sites, and shared drives <input type="checkbox"/> Update department website, SharePoint sites, and Municipal Government Resource Guide <input type="checkbox"/> If new staff has any accommodation and/or language access needs contact HR Accommodations Specialist for disability accommodation needs including ASL accommodation needs or the DCR Disability Rights and Services Specialist for language access services. <p>Technology, Supplies, Equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Order any technology equipment and software through IT Authorized Contact <input type="checkbox"/> Request access to appropriate common drives and programs from department IT contact. <p>Learning & Development:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Register new employee for New Employee Orientation with HR. <ul style="list-style-type: none"> o Email HR@cityofmadison.com o A Zoom meeting invitation will be emailed to the new employee’s supervisor o When possible, Human Resources will coordinate delivery of physical orientation materials to the new employee’s work location o Orientation materials are available in electronic format on the City of Madison HR Benefits page and via hyperlinks on the Employee Orientation Checklist o Confirm that new employee is included in New Employee Orientation and received <input type="checkbox"/> Register new employee for mandatory training: APM 3-5 Prohibited Harassment & Discrimination Policy or Mandatory Reporter Training depending on position/department. <input type="checkbox"/> Zoom invitation. <ul style="list-style-type: none"> o Arrange for learning and development activities to be an appropriate percentage of the New Employee Onboarding Schedule. Where possible, do your best to vary the learning modes (i.e., online modules, virtual or in-person training, hands-on practice and review, discussions, and coaching) o What training, development, learning does the employee NEED . . o By the end of Day 1/Week 1/Month 1/In order to work independently...: Topic, Time, Mode

 <p>Clarification</p> <p>What is expected of me?</p>	<p><i>Helping employees understand their new jobs and all related expectations.</i></p>	<p>Schedule, Job Duties, and Expectations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assemble New Employee Welcome Packet. Send 5 business days before start. <ul style="list-style-type: none"> <input type="checkbox"/> Required Items: <ul style="list-style-type: none"> <input type="checkbox"/> Position Description <input type="checkbox"/> Welcome Letter <input type="checkbox"/> City of Madison Mission, Vision, Values, Service Promise Poster <input type="checkbox"/> Recommended Items: <ul style="list-style-type: none"> <input type="checkbox"/> Department Organizational Chart <input type="checkbox"/> Department Mission, Values, and other Key Information <input type="checkbox"/> Department Contacts & Phone List (include or highlight IT Authorized Contacts, Equity Team Co-Leads, and Payroll Clerk) <input type="checkbox"/> Building and/or Office Map <input type="checkbox"/> Parking and Transportation Information
 <p>Culture</p> <p>What do we believe in at #TeamCity?</p>	<p><i>Providing employees with a sense of organizational norms – both formal and informal.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome Phone Call to new employee (at least 5 business days before start): <ul style="list-style-type: none"> <input type="checkbox"/> Confirm start date, time, and other details. <input type="checkbox"/> Let them know you will be emailing a New Employee Welcome Packet and ask them to reply to confirm they received it. <input type="checkbox"/> Let them know they will have an onboarding support person, and ask if they'd like to be introduced via email before their first day. <input type="checkbox"/> Request a short bio and picture. Ask permission to cc them with non-City email on New Employee Intro Message to department/team.
 <p>Connection</p> <p>Who are my partners?</p>	<p><i>Helping new staff establish interpersonal relationships and informal networks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Introduce new employee to your department or team via email. Include start date, employee's role, short bio and picture. Copy the new employee, if appropriate. <input type="checkbox"/> Set up meetings with critical people for the employee's first few weeks, including Agency leaders, team members, cross-functional collaborators, colleagues with similar positions in other agencies <input type="checkbox"/> Arrange for a virtual or in-person coffee meet and greet for the employee's first week. <input type="checkbox"/> Choose and meet with the onboarding buddy and review expectations

Need assistance with your New Employee Onboarding?

Contact Human Resources at HR@cityofmadison.com or speak with your HR Analyst for assistance.