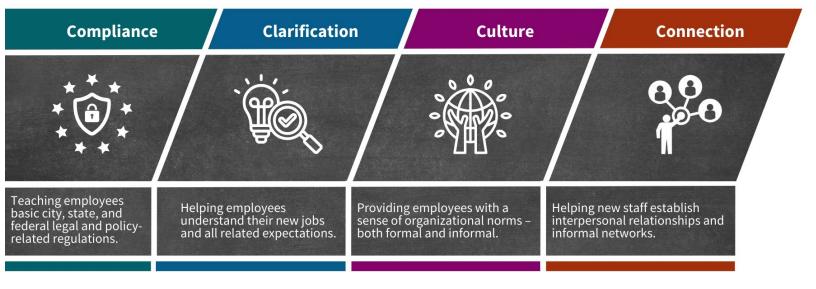
New Employee Pre-Boarding Guide





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

Schedule, Job Duties, and Expectations □ Process your hire in NeoGov. Instructions are available in the OHC Use □ Prepare New Employee Onboarding 2-Week Schedule	
Add regularly scheduled meetings (e.g. staff and department) to emp Assemble electronic New Employee Welcome Packet. See more under Work Environment: Order building and/or office area keys, business cards, employee ID co Add employee to relevant email lists, SharePoint sites, and shared dri Update department website, SharePoint sites, and Municipal Government: If new staff has any accommodation and/or language access need for disability accommodation needs including ASL accommodation needs includi	loyee's calendar. "Clarification". ard, and name plate ves ment Resource Guide s contact HR Accommodations Specialist eeds or the DCR Disability Rights and Contact partment IT contact. ee's supervisor ohysical orientation materials to the new e City of Madison HR Benefits page and via entation and received arassment & Discrimination Policy or ropriate percentage of the New Employee ne learning modes (i.e., online modules,

Clarification	Helping employees understand their new jobs and all related	Schedule, Job Duties, and Expectations Assemble New Employee Welcome Packet. Send 5 business days before start. Required Items: Position Description Welcome Letter City of Madison Mission, Vision, Values, Service Promise Poster Recommended Items: Department Organizational Chart
What is expected of me?	expectations.	 Department Mission, Values, and other Key Information Department Contacts & Phone List (include or highlight IT Authorized Contacts, Equity Team Co-Leads, and Payroll Clerk) Building and/or Office Map Parking and Transportation Information
Culture What do we believe in at #TeamCity?	Providing employees with a sense of organizational norms – both formal and informal.	 □ Welcome Phone Call to new employee (at least 5 business days before start): □ Confirm start date, time, and other details. □ Let them know you will be emailing a New Employee Welcome Packet and ask them to reply to confirm they received it. □ 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. □ Request a short bio and picture. Ask permission to cc them with non-City email on New Employee Intro Message to department/team.
Connection Who are my partners?	Helping new staff establish interpersonal relationships and informal networks.	 □ 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. □ 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 □ Arrange for a virtual or in-person coffee meet and greet for the employee's first week. □ Choose and meet with the onboarding buddy and review expectations

Need assistance with your New Employee Onboarding?

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