
**New Employee Onboarding Checklist**

**New Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assigned Work Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***To be completed prior to employee’s first day of work***

**Outcomes: This is a welcoming work environment with informed colleagues and a fully-equipped work space; new employees feel “settled in” on their first day.**

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| **TASK** | **ASSIGNED TO** | **COMPLETED?** |
| Email Neogov Appointment Letter to selected candidate.  | DIXON |  |
| Send Welcome Letter from City Engineer with FAQs. Note: There are different FAQs for CCB and Emil.  | DIXON |  |
| Submit the appropriate new hire information to Human Resources and Payroll. | DIXON |  |
| Register new employee for New Employee Orientation with Human Resources. | DIXON |  |
| Review Welcome PowerPoint to make sure current.  | DIXON |  |
| Order building and/or office area keys. | JOHNSON (CCB)VANG (EMIL) |  |
| Order business cards and name plate, if needed. | JOHNSON |  |
| Identify computer needs and additional requirements. Communicate these needs to Danielle Dixon. | SUPERVISOR |  |
| Contact Information Technology to submit new employee request. Arrange for email setup and phone installation, if applicable. Arrange for access to appropriate common drives and programs. Request setup any non-standard software. | DIXON |  |
| Add employee to Cityworks and create APM 3-5 inspection. | DIXON |  |
| Add employee to relevant email lists. | SUPERVISOR |  |
| Welcome phone call or email to new employee to confirm start date, time, place, parking, etc.  | SUPERVISOR |  |
| Prepare employee’s calendar for the first two weeks by adding regularly scheduled meetings (e.g. staff and department) to employee’s calendar. | SUPERVISOR |  |
| Email EN GROUP to notify them of the new hire. Include the employee's start date, role/job title, location and contact information. Copy the new employee, if appropriate. | SUPERVISOR |  |
| Set up meetings with critical people for the employee’s first few weeks. | SUPERVISOR |  |
| Clean and set up work station, and set up phone, computer, office supplies, and necessary equipment. | SUPERVISOR |  |
| Arrange any other trainings required for the job. | SUPERVISOR |  |
| Schedule time to meet City Engineer and Section Head on employee’s first day. | SUPERVISOR |  |

***To be completed on the employee’s first day of work***

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| **TASK** | **ASSIGNED TO** | **COMPLETED?** |
| Be available to greet the employee on the first day. | SUPERVISOR |  |
| Show employee to their workspace. | SUPERVISOR |  |
| Introduce employee to others in the department. | SUPERVISOR |  |
| Give employee keys and/or building access card. | JOHNSON (CCB)DIXON (EMIL) |  |
| Explain how to request additional supplies. | JOHNSON (CCB)DIXON (EMIL) |  |
| Provide information on setting up voicemail and computer. | JOHNSON (CCB)DIXON (EMIL) |  |
| Introduce employee to City Engineer and Section Head. | SUPERVISOR |  |
| Explain the first week’s schedule, including trainings. | SUPERVISOR |  |
| Review “Welcome to City Engineering” PowerPoint presentation with employee which includes information on following:* Info on department – vision, mission, goals
* Position Description
* Organizational structure
* Hours, paid leave, timesheets
* Work rules
* Building-specific safety and emergency information
* Safety
* Employeenet resources
 | SUPERVISOR |  |
| Get signed work rules acknowledgement from employee and provide to Danielle. | SUPERVISOR |  |
| Take employee on a tour of the workplace (CCB or Emil) to which employee is assigned. | SUPERVISOR |  |
| Bring employee to HR for New Employee Orientation. | SUPERVISOR |  |
| Train employee on basic systems. | SUPERVISOR |  |
| Meet with employee towards end of day to check in. | SUPERVISOR |  |

***To be completed during the employee’s first week of work***

**Outcomes: New employee has an overview of internal processes and performance expectations; feels settled into the new work environment.**

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| **TASK** | **ASSIGNED TO** | **COMPLETED?** |
| Ensure employee has fully functioning computer and systems access and understands how to use them. | SUPERVISOR |  |
| Debrief after the employee attends initial meetings, attends training, and begins regular work duties.  | SUPERVISOR |  |
| Touch base quickly each day. | SUPERVISOR |  |
| Schedule employee to at APM 3-5 training. NOTE: This training must be completed within 45 days of start date. | DIXON |  |
| Arrange for new employee to tour other Engineering facility (CCB or Emil) which is not their assigned work location. Introduce to employees at other facility. | SUPERVISOR |  |
| Schedule regularly occurring one-on-one meetings. | SUPERVISOR |  |
| Schedule meeting with PIO to learn about internal and external communications. | SUPERVISOR |  |
| Have employee “shadow” the supervisor at meetings to get exposure to other departments and support services. | SUPERVISOR |  |

***To be completed during the employee’s first month of work***

**Outcomes: Employee is conscious of their performance relative to the position and expectations; is developing skills, learning about the organization, and building relationships.**

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| **TASK** | **ASSIGNED TO** | **COMPLETED?** |
| Schedule and conduct regularly occurring one-on-one meetings. | SUPERVISOR |  |
| Continue to provide timely, on-going, meaningful “everyday feedback.” | SUPERVISOR |  |
| Elicit feedback from the employee and be available to answer questions. | SUPERVISOR |  |
| Discuss performance and professional development goals. | SUPERVISOR |  |
| Continue introducing employee to key people and bring them to relevant meetings and events. | SUPERVISOR |  |
| Have employee “shadow” the supervisor at meetings to get exposure to other departments and support services. | SUPERVISOR |  |
| Solicit employee’s feedback and suggestions on ways to improve the onboarding experience. Do this one-on-one or with a small group of new employees. | SUPERVISOR |  |
| Ensure employee is signed up for necessary training.  | SUPERVISOR |  |
| New Employee Orientation generally occurs twice a year, and the employee will be emailed when the next training is scheduled. | SUPERVISOR |  |

 ***Months 3 to 6***

**Outcomes: Employee is fully engaged in new role – applies skills and knowledge, makes sound decisions, contributes to department goals, understands how their assignments affect others in the organization, and develops effective working relationships. The employee has a strong understanding of City and department’s mission and culture.**

***Months 6 to 12***

**Outcomes: Employee is fully engaged in new role – applies skills and knowledge, makes sound decisions, contributes to department goals, understands how their assignments affect others in the organization, and develops effective working relationships. The employee has a strong understanding of City and department’s mission and culture.**