



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: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> position</td> <td><input type="checkbox"/> start date</td> </tr> <tr> <td><input type="checkbox"/> salary</td> <td><input type="checkbox"/> location</td> </tr> <tr> <td><input type="checkbox"/> dress/uniform</td> <td><input type="checkbox"/> time</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> parking and/or transportation options</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other: _____</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> position	<input type="checkbox"/> start date	<input type="checkbox"/> salary	<input type="checkbox"/> location	<input type="checkbox"/> dress/uniform	<input type="checkbox"/> time	<input type="checkbox"/> parking and/or transportation options		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> position	<input type="checkbox"/> start date												
<input type="checkbox"/> salary	<input type="checkbox"/> location												
<input type="checkbox"/> dress/uniform	<input type="checkbox"/> time												
<input type="checkbox"/> parking and/or transportation options													
<input type="checkbox"/> Other: _____													
<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 (see I-9) <input type="checkbox"/> Professional Certifications and Licenses <input type="checkbox"/> Voided Check (for Direct Deposit) 												
<input type="checkbox"/> Review Employee Benefits	<ul style="list-style-type: none"> <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 the other county benefit programs <input type="checkbox"/> Visit Commute Alternatives and determine if there are alternatives to driving, such as public transportation that would work for you 												
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	<ul style="list-style-type: none"> <input type="checkbox"/> obtain your employee ID number and badge <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.) 												
<input type="checkbox"/> Payroll and Benefit Information	<input type="checkbox"/> Meet with the Payroll Specialist to review payroll and benefit election information and timeframes.												
<input type="checkbox"/> Initial Training	In your first week, you will be asked to complete a number training courses, including but not limited to: <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%;">County-wide Training</td> <td style="width: 50%;">Department / Job Specific Training</td> </tr> <tr> <td><input type="checkbox"/> Timecard (ATKS)</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> Workday</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> HIPAA</td> <td><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"/> _____												

