



Hiring Manager Checklist Onboarding Your New Employee

Onboarding schedules are designed to help ensure that new employees are welcomed to the organization and given the support they need to quickly become effective in their new roles. They are also designed to ensure that new employees have a good and meaningful experience in their new role to increase their engagement with the City. The following items are designed to help you onboard your employee effectively. This is not an exhaustive or mandatory list; it is meant to be a resource to help you assimilate your new employee quickly.

Full Name: _____ Start Date: _____

Position: _____

Prior to First Day

- Call your new employee to welcome him/her to the City and ask if s/he has any questions
- Meet with or email your team to let them know about the new employee joining the team
- Schedule time with IT on your new employee's first day to orient him/her to requested equipment
- Schedule time to meet with your new employee on first day
- Schedule lunch with your new employee on first day
- Identify a coworker to be a resource for your new employee

Buddy: _____

- Confirm expectations with the coworker resource/buddy
- Schedule time blocks for your new employee to meet with critical City contacts over the first few weeks

- _____
- _____
- _____
- _____

- Coordinate with department resource to order business cards

HR Will Complete:

- Offer Letter to New Employee
- New Employee Paperwork
- New Employee First Day Instructions
- Asset Checklist to Distribution List to Request Equipment and Access
- HR Orientation and Photo

First Day

- Meet with new employee about expectations for onboarding period
 - Required trainings
 - Upcoming meetings with City employees
- Review policies
 - Work Time and Breaks
 - Dress Code
 - Code of Conduct
 - Harassment & Unlawful Discrimination
- Introduce new employee to department and team members
- Review department-specific processes and expectations
 - Department organizational structure
 - Department interactions with other groups
 - Behavioral/cultural expectations in the department
 - Key staff/teamwork expectations
 - Time off requests/schedules
- Introduce new employee to department-specific resources
 - Intranet
 - X-drive
 - Other software / applications
- Schedule reoccurring check-ins with new employee

HR Will Complete:

- New Employee Welcome Bio
- New Employee Info to Payroll
- Links to Required Training to New Employee
- Updated Phone List / Org Chart

First Week

- Confirm with new employee how things are going
- Review training requirements and progress
- Confirm that all equipment is received and working (follow-up for additional equipment if needed)

First Month

- Confirm with Paula that strengths assessment has been sent to your new employee
- Review strengths and resources with your new employee
 - Strengths training one-on-one
 - Strengths & engagement resources on intranet
- Ensure that new employee is performing meaningful work tasks
- Review performance appraisal process and expectations
- Touch base with assigned coworker resource/buddy for feedback

HR Will Complete:

- Strengths Survey

