**HIRING MANAGER CHECKLIST FOR ORIENTING NEW EMPLOYEES**

This is a template for Managers of New Hires. Please feel free to use as is, delete what’s not applicable and/or add what is specific to your department. Many of these tasks also appear on the “Checklist for On Boarding New Hires” which is a more extensive list of new employee orientation tasks that includes a number of staff members

|  |
| --- |
| **Prior to Arrival** |
|  √ | **TASK** | **EMPLOYEE MOVING WITHIN THE COUNTY**  | **EMPLOYEE NEW TO COUNTY** |
|  | Pre-employment background check |  | √ |
|  | INS verification |  | √ |
|  | Pre-employment physical |  | √ |
|  | Personnel Action Request (ePAR) processing (include note that they have cleared background check). Call your Benefits person for assistance, if necessary. | √ | √ |
|  | Get Employee ID number from Service Center | √ | √ |
|  | Confirm new hire orientation is set up by Service Center staff to sign paperwork, get Clipper Card, and ID Badge (to be done in first 3 days of employment) |  | √ |
|  | Ask departing department if affected employee is currently on Family Medical Leave (FMLA) or Reasonable Accommodation to include the forwarding of all applicable documentation. | √ |  |
|  | Call new employee and welcome to their new job:* Where to park
* Date/time of start of work
* Who to report to on their first day
* Dress code
* Work hours
* Lunch options
 | √ | √ |
|  | Prep Office Space/Work Area: * Get welcome card or plant or letter
* Ensures office is clean and equipped with necessary office supplies
* Order name plate
 | √ | √ |
|  | Computer/Email Setup:* Set-up computer, software, shared drive & copier access
* Set-up email
* Add name to email distribution lists
 | √ | √ |
|  | Pull together organization materials for new employee (mission, values, org charts, annual report, performance appraisal form) | √ | √ |
|  | Update organizational chart | √ | √ |
|  | Designate “Buddy” for new employee | √ | √ |

|  |
| --- |
| **First Week** |
| √ | **ALL NEW/INPLACED/ TRANSERS/PROMOTIONAL EMPLOYEES** |
|  | Letter/email introducing new employee to dept/agency and/or client groups |
|  | Introduce Staff to new employee |
|  | Tour of computer system -- shared drive and database |
|  | Tour department and important places (office space/ work area, break room, cafeteria, restrooms, employee bulletin board, copier, fax, etc.) |
|  | Review department’s programs and services |
|  | Explain expectations of job, performance appraisal form |
|  | Explain completing time-off slips and other HR forms. Review when and how they will get paid. |
|  | Explain evacuation plan/safety orientation (i.e. Safety/Emergency procedures, emergency exits, injury prevention, reporting injuries, ergonomic information, and building evacuation plans) |
|  | Provide:* parking sticker first morning
* provide Clipper Card
* copies of computer policies (email, computer, IT security)
* appropriate Labor Contract
* procedure manual(s), reference material, tools, etc. needed for job
* an inventory/information form (i.e. telephone voicemail password, keys, cell phone, laptop) to complete
* Form 700 (Conflict of Interest Form) and the Outside Employment/Incompatible Activities Form is applicable
 |
|  | Ensure they are up to date on or (if new) attend training for:* New Employee Orientation
* Performance Appraisal trainings
* Disaster Service Worker
* Sexual Harassment Prevention within first 6 months
* Driver’s Safety Training
 |
|  | Order business cards (if applicable) |
|  | Telephone:* Provide instruction how to set-up phone (voicemail, password)
* Provide phone lists
 |
|  | Add name to:* Routing slip
* Phone extension list
* Emergency contact list
* Birthday list
* In/Out Board (if applicable)
 |