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| --- | --- |
| your logo here | [Company Name] |

# New Employee Checklist

## EMPLOYEE INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Start date: |  |
| Position: |  |  | Manager: |  |

## PRE-EMPLOYMENT

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| --- |
| Welcome email/telephone call  Assign mentor/Buddy employee(s) to answer general questions.  Send/Receive HR Documentation  Prepare and distribute new employee biography  Job descriptions and competencies of employees to new manager if a manager  Provisioning Email (computers, desks, telephone, etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ |
| Employee Date Supervisor Date |

## DAY 1

|  |  |  |
| --- | --- | --- |
| Agency Orientation  Employee ID  Assign ID Badge  Building Access Card/ Key  Access to system(s)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date |  |  |
|  |  |  |

## WEEK 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Give introductions to department staff and key personnel during tour.   |  |  |  |  | | --- | --- | --- | --- | | Tour of facility, including | * Restrooms * Mail rooms * Copy centers * Fax machines | * Bulletin board * Parking * Printers * Office supplies | * Emergency exits and supplies * Coffee/vending machines * Lunch Facility |   Discussion of work schedule, alternate work schedule policies  Discussion of unit/dept. objectives and expectations  Presentation of draft performance plan  Introduction to important work processes  Introduction to network essential to job  Review Agency policies  Week 1 touchpoint with supervisor  Agency Specific Training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date |
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## WEEK 2 - 3

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| --- |
| Continued coaching and development  Complete benefits election  Touchpoint with Supervisor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date |

## 30 DAYS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Continued Training: | * QSHRT (HR Employees) * Team Georgia Careers * Succession Planning (Managers) * Other | * Competencies (managers) * Career Path (managers) |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee | \_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |  |  |  |  |

## 45 DAYS

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| --- |
| Employee Survey  Finalize Performance Plan  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date |
|  |

## 90 DAYS

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| --- |
| Conduct Quarterly Review  HR Certification (HR employees only)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date |

## 6 MONTHS

|  |  |  |  |
| --- | --- | --- | --- |
| Conduct Quarterly Review  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date 9 MONTHS  |  |  |  | | --- | --- | --- | | Conduct Quarterly Review  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date 1 YEAR  |  |  | | --- | --- | | Engagement Survey/Touchpoint  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date 2 YEAR  |  | | --- | | Engagement Survey/Touchpoint  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Date Supervisor Date | | | |