

New Employee Onboarding Checklist

Before the First Day

- Review county and department information on the [website](#)
- Confirm employment status/position, salary, start date, time, location, work schedule, dress/uniform, parking
- Complete pre-employment appointments (if applicable)
 - Fingerprints
 - Drug test
 - Background check
 - Physical
- Gather all documentation necessary for employment:
 - Valid government issued identification for completion of I-9
 - Voided check for Direct Deposit
 - Professional Certifications and Licenses
- Review [Employee Benefits](#)
 - Review the benefits information and complete the new hire packet
 - Prepare any clarifying questions you may have and bring them with you on your first day

The First Day and First Week

- Be prepared to:
 - Complete your new hire paperwork with Human Resources
 - Meet your supervisor, department leadership and other members of your team
 - Be oriented to your work space and building
 - Get acclimated
 - Visit the [New Employee Portal](#) to learn more about Washington County
 - Review and acknowledge county-wide policies on the [New Employee Portal](#)
- Your supervisor will help you obtain:
 - Your employee ID number
 - ID badge and key card
 - Passwords/access codes

The First Month

- Set up your workspace and learn how to use the office equipment (copier, scanner, etc.)
- Attend the New Employee Welcome Session
- Complete the [New Employee Survey](#) on the New Employee Portal
- Establish performance goals
- Inquire about:
 - Clarifying your role and responsibilities
 - Organizational culture
 - Roles and responsibilities of your co-workers
 - Setting up one-on-one meetings with your supervisor
 - Scheduling additional training if necessary and review the county-wide training offerings

The First Three Months

- Prepare for an informal performance check-in
- Discuss any additional training requirements that are not yet complete
- Continue one-on-one meetings

New Employee Onboarding Checklist

The First Six to Twelve Months

- Complete the self-review in preparation for your six-month and one-year [performance evaluation](#)
- Celebrate the end of your one-year probationary period
- Discuss performance and goals with your supervisor
- Develop new goals
- Provide feedback about the onboarding experience to Supervisor and Human Resources