

# 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
- Your supervisor will help you obtain:
  - Your employee ID number
  - ID badge and key card
  - Passwords/access codes

## *The First Month*

- Review and acknowledge county-wide policies
- Set up your workspace and learn how to use the office equipment (copier, scanner, etc.)
- Attend New Employee Orientation
- 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 with your supervisor

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## *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
- Provide feedback about the onboarding experience
- Discuss performance and goals with your supervisor
- Develop new goals