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

# New Employee Checklist

## EMPLOYEE INFORMATION

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

## PRE-EMPLOYMENT

|  |
| --- |
| [ ]  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

|  |
| --- |
| [ ]  Employee Survey[ ]  Finalize Performance Plan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date Supervisor Date |
|  |

## 90 DAYS

|  |
| --- |
| [ ]  Conduct Quarterly Review[ ]  HR Certification (HR employees only)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date Supervisor Date |

## 6 MONTHS

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Conduct Quarterly Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date Supervisor Date9 MONTHS

|  |  |  |
| --- | --- | --- |
| [ ]  Conduct Quarterly Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date Supervisor Date1 YEAR

|  |  |
| --- | --- |
| [ ]  Engagement Survey/Touchpoint\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date Supervisor Date2 YEAR

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| --- |
| [ ]  Engagement Survey/Touchpoint\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date Supervisor Date |

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