New Employee Onboarding Recommendations

Employee: _____ Hire Date: _____

First Day:

	Provide employee with a schedule for the first day or week.
	Give a tour of department, make introductions, and share department norms so employee can participate (birthdays, coffee club, etc.).
	Introduce key people: Buddy/mentor: _____ Trainer/s: _____ _____ Who employee should go to with department/County questions: _____
	Complete new Employee Onboarding paperwork.
	Go over and provide New Employee Working at Washoe County PowerPoint.
	Go over department expectations policies, procedures, hours, dress code, lunchbreak, etc.

First Week:

	Get employee set up in their workspace: Provide department contact list, help them get connected to email, provide a calendar, show them how to enter time in ESS, go over equipment they will need to use right away.
	Complete Safety Orientation Checklist items.
	Get employee set up in Bridge (preferably around the 3rd day) and give them an hour or two each day to work through new employee trainings for the first few weeks. The Core Curriculum Program is a six-month program and will require a little time each month.
	Make sure employee gets signed up for a Health Benefits Orientation and 9th Street Tour.
	Show employee how to access and navigate the County internet and intranet. Give employee time to explore www.washoecounty.gov, Inside Washoe, and Yammer.
	Supervisor should meet with the employee to explain their performance management style and how evaluations will work. Go over some of the employee's initial projects and responsibilities, as well as general goals for the employee's first 3 months.
	HR Rep or Supervisor should formally check in with the new employee at the end of the first week to answer questions and review important information.