**King County
Onboarding Checklist for New Employees**

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Onboarding is a process in which new employees are integrated into the work place and given the tools and knowledge they need to become successful and productive at their new job. For this purpose, we consider onboarding to be from the time of hire to 90 days on the job, though you may include additional milestones such as probation end time, 6 month evaluation or annual evaluation.

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| **Pre-Arrival** | **Date Completed** |
|  | Confirm work location and transportation options |  |
|  | Confirm schedule |  |
|  | Send picture and information about self to supervisor to provide to team |  |
|  | Confirm dress code, 1st day lunch information, etc |  |
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| Other: |  |
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| **First Day** | **Date Completed** |
|  | Complete personnel forms |  |
|  | Review New Employee Packet |  |
|  | Get ID badge/Orca card - Discuss commute: orca card usage, reporting lost card, guaranteed ride home program |  |
|  | Emergency contact information collected for PeopleSoft |  |
|  | Workgroup’s role in emergency response |  |
|  | Telecommute policy |  |
|  | Shared resources for activity – bike storage areas, locker rooms, showers, activity center |  |
|  | Confirm hours and days of work, lunch period and breaks |  |
|  | Go over Department and Division organization chart |  |
|  | Discuss Lean culture and section goals |  |
|  | Discuss check in schedule – weekly with manager, reviews at 30,60 and 90 days |  |
|  | Workplace specific policies (ie scent free, personal cell phone use, other) |  |
|  | Review of safety procedures, emergency preparedness, evacuation, meeting location |  |
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| Other: |  |
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| **First Day - Tour of Facility** | **Date Completed** |
| Location of supplies and equipment |  |
| Identification of other relevant work areas |  |
| Location and familiarity with photocopier / fax / scanner |  |
| Lunchroom location / Kitchen procedures (discuss policy on eating at desk) |  |
| Bathroom location (including gender neutral) |  |
| Introduction to employees  |  |
| Where to keep personal items |  |
| Location of first aid supplies |  |
| Activity Center and bike storage/shower facilities, if available |  |
| Coffee shop, if available  |  |
| Information about resources within walking distance (meal locations, etc) |  |
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| **First Week** | **Date Completed** |
| New Employee Orientation |  |
| Review training opportunities and/or mandatory training |  |
| Review performance expectations & probation period |  |
| Review performance evaluation system |  |
| Workplace expectations |  |
| Policies and/ or procedures manual |  |
| Union procedures & copy of contract |  |
| Equity & Social Justice vision |  |
| Review any questions on New Employee Packet/Division specific info |  |
| Paycheck: when, how, where and payroll periods |  |
| Computer Log In |  |
| How to complete time entry |  |
| Reporting absences and tardiness – policy on reporting and how to complete  |  |
| Overtime procedures and requests |  |
| Vacation procedures and requests |  |
| Holidays |  |
| Fleet car registration and process, if applicable |  |
| Email signature |  |
| Ordering business cards |  |
| Schedule recurring one-on-one meeting with manager / lead |  |
| Obtain invite to meetings expected to attend (division, team, group) |  |
| Ask which meetings are optional vs mandatory |  |
| Communication expectations (team, supervisor, others in agency, leadership) |  |
| Responsiveness expectations (voicemail, email – 24 hours?) |  |
| Create SMART development plan |  |
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| Other: |  |
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| **First Month – 90 days** | **Date Completed** |
| Continue one-on-one meetings |  |
| Follow up on required training – is it getting completed, are there questions |  |
| Schedule end of probation period review, if required |  |
| Ensure time is being properly recorded in PeopleSoft |  |
| Review new tasks in relation to performance goals |  |
| Include additional training, as required. Consider SharePoint, eLearning, lean, ESJ, records management |  |
| Re-review SMART development plan |  |
| Opportunities for advancement |  |
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| Other: |  |
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| **Optional Ideas** | **Date Completed** |
| Ask about any dietary restrictions if your group often eats together |  |
| Other: |  |
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