New Employee Welcome Checklist

The Human Resource office is providing you with a Welcome checklist to help you prepare for your new employee. Since first impressions are lasting ones, this list will help ensure that your new employee feels welcome and is provided with information, activities, and experiences that will help to successfully integrate your new employee into the organization.

Prior to first day
Supervisor
Verified

___ ❖Notify office staff of new hire and start date

___ ❖Make arrangements to clean and organize work station

___ ❖Ensure all equipment is working properly (e.g., computer, printer, telephones, etc.)

___ ❖Assign a mentor (see attached mentor guidelines)

___ ❖Contact new employee to welcome and answer questions about first day

___ ❖Complete Part A of Personal Identity Verification form for employee ID badge (coordinate with HR)

___ ❖Arrange for e-mail and network login ID (if applicable)

___ ❖Order office key(s) (if applicable)

___ ❖Assemble pertinent information, such as:
  ◆Agency's mission statement
  ◆Position description
  ◆Organizational chart and office policies
  ◆Telephone/e-mail/computer use policies
  ◆Work hours/schedules, lunch breaks, attendance & leave policies/procedures
  ◆Telephone list

___ ❖Ensure IT Security Awareness Training has been completed or scheduled (if applicable)

___ ❖Schedule formal or on-the-job training (if applicable)

___ ❖Prepare performance standard to include the following:
  ◆Description at "Fully Successful" level in **All** critical elements
  ◆*Strategic Alignment*–Government Performance and Results Act goal align and supports organizational goals/targets
  ◆*Results-focused*–expected results–one critical element **must** hold employee accountable for achieving a result that directly supports organizational goal achievement
  ◆*Credible Measures*–specific measures of quality, quantity or cost effectiveness **must** be identified at least at the "Fully Successful" level

___ ❖Performance standard **must** be in place within 60 days of employee's first day to include a developmental needs discussion

___ ❖Create supervisory file(s) for new employee, to maintain SF-50, Position Description, standards, etc.

New Employee's First Day
Supervisor
Verified

___ ❖Welcome employee upon arrival and introduce to staff and mentor

___ ❖Discuss with employee
  ◆Agency's mission statement
  ◆Position description
  ◆Organizational chart and office policies
  ◆Telephone/e-mail/computer use policies
  ◆Work hours/schedules, lunch breaks, attendance & leave policies/procedures
  ◆Telephone list

___ ❖Explain agency's mission

___ ❖Issue key(s) and ensure employee has an ID badge

New employee's work environment, mission, structure and values through their first year
Supervisor
Verified

___ ❖Explain **expectations** to employee and how his/her work contributes to the mission of the office and how the office contributes to the mission of the agency

___ ❖Explain how established **policies and procedures** relate to and impact employee's work

___ ❖Review prior experience and discuss specialized skills and competencies

___ ❖Conduct a developmental needs discussion in conjunction with annual performance plan (**must** be done within 60 days of establishing performance standard or renewal) If applicable create an Individual Development Plan (e.g., formal training, on-the-job, rotational assignments, etc.)

___ ❖Conduct mid-year performance review (discussion tips below)
  ◆Is employee encouraged to use their skills?
  ◆Is employee's work challenging?
  ◆Career goals and advancement (promotional opportunity, career ladder)