|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Start date |  |

# New Classified Employee Onboarding Checklist

**Instructions:** Check the boxes to indicate that the appropriate person reviewed the items on the checklist with you. *Do not check all of the boxes* if the person has not reviewed all of the items with you. There is no penalty for leaving a box unchecked.

**At the end of your first month** of employment, you, your supervisor and your Human Resources Representative should sign this checklist. Your Human Resources Representative will give you a copy, store a copy in your personnel file and email ([cheri.inverso@vdh.virginia.gov](mailto:cheri.inverso@vdh.virginia.gov)) or fax (804-864-7107) a copy to the Office of Human Resources.

## Before my First Day, my **supervisor**

* Reviewed my work schedule
* Made sure I had directions to the office and knew where to park
* Made sure I knew what appropriate work attire was
* Asked me if I needed reasonable accommodations to work
* Emailed me a list of forms and policies to read and complete

## On my First Day, my **supervisor**

* Greeted me and introduced me to our team
* Gave me a tour of the work unit/building
* Reviewed my work hours
* Reviewed the attendance policies and work unit procedures for calling in
* Reviewed my first week’s schedule and gave me a meaningful work assignment
* Provided an overview of my work unit’s policies and procedures
* Explained the agency performance management process and timelines including the probationary period (classified employees only) and how he/she will review performance during this time
* Thoroughly reviewed my employee work profile (EWP) with me and asked me to sign it
* Scheduled a time for my questions at the end of the day
* Taught me how to use office equipment: internet, intranet, voicemail, etc.
* Reviewed the emergency evacuation procedures
* Gave me a list of people who can answer my questions on a variety of issues

## On my First Day, my **Human resource representative**

* Explained his/her role and how he/she can be a resource to me
* Explained this onboarding checklist to me
* Showed me the New Employee Website
* Explained parking options and how I could secure a permit, if applicable
* Gave me my employee id number and explained how VDH uses it
* Made sure I completed required forms that were emailed to me
* Explained pay periods, pay days and holidays
* Explained Payline
* Reviewed the Earned Income Tax Credit information (if eligible)
* Reviewed overtime policies and procedures and let me know if I am in an exempt or non-exempt position
* Reviewed agency policies that were emailed to me and collected my certificates of receipt
* Gave me the link to the benefits page, explained the module and the agency’s monthly benefits question and answer webinar
* Collected my VRS Designation of Beneficiary form, gave me the Minnesota Life Insurance book and the Group Term Certificate of Insurance and reviewed the default and optional life insurance options
* Answered questions I had about the health insurance, life insurance and retirement benefits information that was emailed to me and reviewed my options
* Explained the Time and Effort reporting process, forms and recommendations for tracking – *for employees in partially or wholly federally-funded positions*

## During my First Week, my **supervisor**

* Reviewed my work progress with me
* Reviewed TRAIN and HR Policy 5.05
* Identified and explained position-specific and general training required by VDH
* Shared job-specific manuals and procedures that will help me do my job
* Identified and explained other position-specific training that I will need
* Reviewed travel policies and forms (if applicable)
* Explained the inclement weather policy, work unit protocol for office closings and whether or not I am required to work when the agency is closed
* Reviewed my role and responsibilities during all hazards events and how the work unit conducts business during these events; gave me a the work unit’s Continuity of Operations Plan (COOP)
* Reviewed telecommuting and alternate work schedule options available to me, based on my position eligibility and office protocol regarding telecommuting and new employees
* Taught me how to use office email
  + Reviewed relevant distribution lists
  + Reviewed shared calendars and assisted me in accessing them
  + Reviewed office policies and procedures for using email and calendars in Outlook
* Explained my work unit goals/mission/vision, how we accomplish them and their relationship to the agency
* Explained work duties of others in the work unit
* Reviewed and shared work unit resources (e.g., directories, manuals, staff listings)
* Reviewed and shared work unit organizational chart(s)
* Shared information about coffee funds, sunshine funds, employee recognition programs etc.
* Scheduled time for my questions
* Identified whether or not I need the following cards and provided me with the related forms: purchasing card, travel card, gas card, travel EDI

## On my First Week, my **Human resource representative**

* Reviewed the VDH Driver Safety Policy (if applicable)
* Explained the VDH Health Alert Network (HAN) , how it is used and coordinated getting me added to the system

## During my 1st Month, my **supervisor**

* Identified critical members of the agency and explained their relationship to my position
* Ensured that I understood the relationship between my job, the work unit and the agency
* Scheduled on-on-one and/or group meetings for me with team members and other pertinent agency staff
* Met regularly with me to answer questions and ensure that I was becoming acclimated to the work unit and position responsibilities
* Scheduled me for any applicable learning opportunities
* Reviewed VDH Safety Policies: Building Security, Personal Safety at Work

# New Classified Employee Onboarding Checklist

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2. **At the end of your first month** of employment, you, your supervisor and your Human Resources Representative should sign this checklist.
3. Your Human Resources Representative will give you a copy, store a copy in your personnel file and email ([cheri.inverso@vdh.virginia.gov](mailto:cheri.inverso@vdh.virginia.gov)) or fax (804-864-7107) a copy to the Office of Human Resources within 40 days of your start date.

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| **Office/District Name:** |  | | |  |  |
|  |  | | |  |  |
| **Employee:** |  | | |  |  |
|  | Printed Name |  |  |  | Start Date |
|  |  | | |  |  |
|  | Signature |  |  |  | Date |
|  |  |  |  |  |  |
| **Supervisor:** |  | | |  |  |
|  | Printed Name |  |  |  |  |
|  |  | | |  |  |
|  | Signature |  |  |  | Date |
|  |  |  |  |  |  |
| **HR Representative:** |  | | |  |  |
|  | Printed Name |  |  |  |  |
|  |  | | |  |  |
|  | Signature |  |  |  | Date |