**New Hire Onboarding Checklist**

**Employee Name:** **Department:**

 *(Print)*

**Position Title:** **Confirmed Start Date:**

**Workload:** ☐ Full-Time ☐ Part-Time ☐ Extra-Help ☐ Other:



☐ **Obtain new hire introductory biography & photograph:**

* Department head to send out citywide announcement introducing new hire.

☐ **Submit the Information Technology Access Request Form** by clicking here: [IT Access Form](https://docs.google.com/forms/d/e/1FAIpQLSeqwYDe_27Fw5ZY8jDxgF4_-Pcz_cmxoL6WSBJRBV0l60WG_A/viewform).

☐ **Submit Personnel Action Form (PAF) &** **Schedule New Hire Badge Appointment**

* New hire Badge: HR 385-7590

*☐* **Configure/Prepare workstation**

☐ **Order Office Supplies & business cards as appropriate**

* + Business Card Order information
	+ First & Last Name:
	+ Job Title:
	+ Telephone: Office: Company Issued Cell:
	+ Fax:
	+ Quantity to be ordered: ☐ 250 ☐ 500 ☐ 1000 ☐ Other please specify:
	+ Email address:

☐ **Provide New Hire First Day Logistics:** *(Provide to new hire before their start date)*

* Work site location, building access, and parking instructions
* Work schedule & work attire information – first day and ongoing
* Summary of what to expect on the first day
* Supervisor Name, Title and Contact Information

☐  **Prepare First Week: Onboarding materials**

* City and Department Organizational Charts
* First month training schedule
* Training reference guides, program training, and project list
* Memorandum of Understanding, department goals, special projects, etc. 

**Upon completion of the items on this list, the supervisor must sign and submit a copy of this form to HR.**

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# Supervisor / Manager Signature Date

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# Department Head Signature Date

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