

NEW EMPLOYEE ORIENTATION To-Do Checklist



THINGS TO REMEMBER

- STEP 1:** Obtain and acknowledge your County and departmental specific policies (ASAP).
- STEP 2:** Obtain and acknowledge your New Employee Handbook (ASAP).
- STEP 3:** Build your network - Get to know co-workers within your team, department, and other departments throughout the County.
- STEP 4:** Learn your department's mission statement, values, and annual departmental and team goals.
- STEP 5:** Review your health, dental, vision, and retirement benefits and be sure to make your selections within 60 days from your date of hire. Contact your department HR representative or the Benefits Department with any questions.
- STEP 6:** Be sure to complete all mandated trainings timely. Visit <https://rc-hr.com/hrlod> to register for your classes.
- STEP 7:** Meet with a Career/Educational Counselor through the Educational Support Program to discuss your career and educational goals and learn about tuition discounts. Visit <https://rc-hr.com/educational-support-program-esp> for more information.
- STEP 8:** Download the County's app, RivCoGo, to access discounts, view your paystub, get up to date information, and much more!
- STEP 9:** Take the time to meet with our retirement specialists to learn how to start investing early.

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