

NEW EMPLOYEE ORIENTATION

To-Do Checklist

THINGS TO REMEMBER

- Obtain and acknowledge your County and departmental specific policies (ASAP).**
- Obtain and acknowledge your New Employee Handbook (ASAP).**
- Review and select your health, dental, vision, and retirement benefits** within **60 days** from your date of hire; meet with retirement specialists (optional), set up your 457 account and deductions (optional). Contact your department HR representative or the Benefits Department with any questions. Visit <https://rc-hr.com/new-hire-information>
- Create a user account in The Standard** for your County-provided life insurance benefits and set up your beneficiary (approximately two weeks after your start date). Visit <https://standard.benselect.com/Enroll/Login.aspx?Path=cor>
- Set up your direct deposit authorization**, add emergency contacts, view pay stubs, enroll in benefits, and access additional services through PeopleSoft Self-Service. Visit <https://rc-hr.com/new-hire-information> & refer back to Employee Self Service Login Instructions.
- Login to RivCo Talent** to access ‘**My Tasks**’ icon and find your County Board-mandated trainings and job specific trainings (for certain departments) Visit <https://rc-hr.com/learning/mandated-training> for a list of mandated trainings. Also access the Online New Employee Orientation for additional information not covered during the in-person session. Visit [RivCo Talent Login Here](#).
- Login to RivCo Talent** to access “**Library**” icon and explore free online courses, videos, books, audiobooks, certification test prep, and more training resources available 24/7 to all county employees. Visit [RivCo Talent Login Here](#).
- Request an employee parking pass.** Visit <https://rivcofm.org/divisions/parking-services>
- Meet with your supervisor** to discuss your initial probationary goals.
- Meet with a Career/Educational Counselor** through the Educational Support Program to discuss your career and educational goal and learn about tuition discounts. Visit <https://rc-hr.com/educational-support-program-esp> for more details. Visit <https://rc-hr.com/new-hire-information>
- Download the County’s application RivCoGo**, to access discounts, view your paystub, get up to date information, and much more!
- Learn your department’s mission statement, values, and annual departmental and team goals.**
- Build your network** - Get to know co-workers within your team, department, and other departments throughout the County.