

ONBOARDING CHECKLIST

Utilize the checklist below as a quick reference in assisting you with each stage of a new hire's onboarding experience!

Preparing for the First Day

- Access the [Onboarding Checklist](#)
- Send new hire [Welcome Email](#) or [Virtual Welcome Email](#)
- Familiarize yourself with the County's NeoGov Onboarding Portal, in the event your new hire has questions

First Day

- Access the ["Hiring Manager: Tasks to do on a New Hire's First Day" checklist](#)
- Create an agenda for your new hire's first day
- If virtual, schedule a first day virtual team greeting

First Week

- Ensure your new hires are building relationships
- Access the [Week One Checklist](#)
- Access the [New Employee Orientation Flyer](#), in the event your new hire needs it or has questions regarding their session
- Assign an Onboarding Mentor

First Month

- Ensure your employee completes, or is signed up for, all relevant trainings and mandated training courses
- Schedule check-ins regularly
- Provide timely, constructive feedback on an ongoing basis

First Quarter

- Access the [First Quarter Check In Questions](#)
- Meet for 3-month performance check-in
- Provide information on ongoing learning opportunities and resources available
- Check in with the employee and their assigned onboarding mentor to see how things are progressing

First Year

- Conduct your employee's 1-year performance evaluation
- Solicit feedback on improving the onboarding process

Additional Onboarding Resources:

[One-on-One Meeting Guide](#)

[One-on-One Notes Page](#)

[Pre-One-on-One Questions](#)

[SMART Goals Worksheet](#)