



WEEK ONE CHECKLIST

- Check in often with the new employee- don't wait for them to come to you.
- Include the new employee in key meetings where they can begin to gain an understanding of the department.
- Schedule the employee to meet with key people with the department.
- Introduce the new employee to other team members
- Remind employee to enroll in and complete New Employee Orientation (NEO). The below flyer can be obtained at end of this handbook or from department supervisors. It can be given to new hires on their first day so they can read about what NEO is and how to complete.
- Be available for any questions the employee might have.
- Pair the new employee with an onboarding buddy within their team that can assist throughout the first few months.