



## 4.6.A LOPR\_Employee Onboarding CHECKLIST

**Employee:**

Orientation Performed By: \_\_\_\_\_

**Position:**

Date Completed: \_\_\_\_\_

**Start Date:**

Check the box for what is covered. Line out what is not applicable.

### Pre-Employment

- Employment Application
- Recruitment Tracking Statistics (EEO Information)
- Process Personnel Action Form in Laserfische (PAF)
- W-4 Employer Withholding Certificate (for current year)
- Oregon W-4
- I-9 Employment Eligibility Verification and required identification
- Emergency Contact Form
- Employee Direct Deposit Form
- Criminal Records Check Form

### Prior to First Day

- Send Hiring Memo with pay rate
- Welcome Email/Call – Confirm start date, location, time, what to expect, set training schedule
- Set-up work space and secure basic office supplies (facilities work-order)
- Create onboarding schedule
- Email Department – arrival, support etc.,
- Introduction Email to contacts who employee will be working with
- Technology set-up – Complete IT New Hire Request Form
- Add employee to correlating distribution list
- Incode set-up (if needed)
- Business cards (if needed)
- Active set-up (if needed)

### Onboarding

- Introduction to team
- Review initial job assignments, upcoming projects and training plans
- Review job description, performance expectations, and standards
- Employee call to set-up password with IT and Voicemail
- Ask Admin Assistant to setup the (4) Active Network bookmarks on browser
- Access to Tyler (if needed)
- Review Email set-up, Microsoft Calendars, and Email
- Review payroll timing, Calendar of City Holidays, on-call temp hours of work, BOLI required breaks and meal periods, requesting time off, Oregon sick leave, overtime expectations
  - BOLI: Your Rights at Work.
  - BOLI meal and rest period requirements: <https://www.oregon.gov/boli/workers/Pages/meals-and-breaks.aspx>
- ADP (this can be emailed and use HR for reference if employee needs help)

### **Onboarding Continued:**

- If new hire is a minor, review BOLI work schedule parameters
  - o <https://www.oregon.gov/boli/employers/Pages/minor-workers.aspx>
- Introduce Parks Policies & Procedures and reference P drive location and how to find information
- Discuss and assign weekly schedule and weekly meetings
- Set-up trainings with appropriate staff
- Schedule photo for City ID and City apparel (as needed)
- Request office/desk/work station needs
- Determine if VPN required and set up with IT
- Set-up email on employee personal phone (if needed)
- Assign Division Cell phone (if needed)
- PROVIDE HANDOUTS to NEW HIRE
  - o Current periodicals ready for employee, Activity Guide, Annual Fact Book, Hello LO, LO Review
  - o Current contact information, City phone directory, staff laminated cards ready for employee
- Review printed paper document and form locations in file cabinet drawers
- Review Active Network instruction – Ensure ACTIVE BOOKMARKS saved on IE
- Review Facility Reservation Procedures (Park Facilities and MAC with Jean etc.)
- Review Vehicle Checkout Procedures if applicable
- Review Class Management Procedures
- Review Catalog Process
- Review Contract Payment Schedule
- Review Division Budget, accounting numbers & procedures
- Review Marketing- Marketing & Community Relations Plan, LO Review, Hello LO, Council Digest, Social Media Guidelines
- Review Record Retention guidelines for documents and emails (CMO Private Pages)
- Instruction and training for City Website, Outlook Calendar, and Internal Website
- Review LOPR Sponsorship Program and LO Scholarship Program information
- Overview of fax machines, printers, and scanners and media (monitors, conferencing)
- Review office supply ordering process
- Review Inclement Weather and Out of Office procedures
- Tour Facility – Office spaces, bathrooms, lunch/break room, coffee/vending machines, water, programming spaces, mail, parking, introduce to co-workers
- Register for First Aid/CPR/AED class and get copy of certification (if required for position)
- Security – Issue keys, facility access, alarms, opening of building, closing of building, building hours, staffing set-up, panic buttons (if on location), emergency procedures, emergency exits, fire extinguisher/AEDs/First aid kits
- If time allows, schedule an offsite break and/meal period for performance preview and expectations
- Full Tour – City Buildings, City Hall, Parks & Recreation Facilities, introduce to other departments, team members and their responsibility

### **2 Weeks After Hire**

- Schedule a follow-up meeting and ask employee to bring questions about anything

### **3-6 Months**

- Performance preview/follow-up
- Ongoing training within position
- Training and professional development opportunities within Department
- Set short- and long-term goals