|  |
| --- |
| **Warm Welcome Before they Start** |
| Call to congratulate them! | Date Completed/Initials  |
| Confirm position information* Salary, Start Date, Time and Location
* Work Schedule
* Appointments necessary prior (physical, fingerprinting, etc.)
 | Date Completed/Initials |
| Get employee’s contact info, share yours | Date Completed/Initials |
| Share General Day 1 Schedule | Date Completed/Initials |
| Follow-up with text, card, welcome box, etc. | Date Completed/Initials |
| **Prepare for New Employee Arrival**  |  |
| Physical Space * Assign desk, clean and prep, office chair, etc.
* Ensure that employee has needed general office supplies
* Request name plate
* Create Welcome banner, card, etc. – Have staff sign

Virtual/Remote * Confirm with employee if supplies are needed
* Send Welcome e-card from staff
 | Date Completed/Initials |
| IT/Access * Verify completion of ticket for Active Directory account
* PC/software installations
	+ Phone/jabber
	+ Access to necessary networks, servers, databases, software, printers, list here:
* Verify that all resources for training plan are available are available and ready
* Training and other equipment as needed
 | Date Completed/Initials |
| Supervisor/Team * Notify other staff of new employee’s selection & date of arrival
* Assign mentor/buddy/sage (optional)
* Schedule appointments with staff that will be training employee; add to both calendars.
 | Date Completed/Initials |
| **Prepare New Hire for Their Arrival** |
| * Email welcome information – suggested at least one week in advance
* Work Schedule for the first day and week
* Main contact names, numbers and emails
* Parking information
* Governor’s Welcome video [Governor's Onboarding Video](https://stateofmissouri.box.com/s/99pckrceoe8nw9rjonwzr75dly5phfi1)
* How to enter the building and who to ask for
* Map of the building
* Reminder of what they need to bring the first day
	+ Identifications
	+ Direct Deposit Information
	+ Other:
	+ Other:
* Dress Code policy
 | Date Completed/Initials |
| * Call New Employee the day before they start to make sure they have everything they need and are prepared.
 | Date Completed/Initials |
| Other  | Customize Here  |