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| **Welcome - First Day**  |
| * Welcome employee– be warm and engaging!
* Provide a tour (if onsite)
* Team members, other staff in department
* Areas of the building/office they need to know
	+ - Restrooms, breakrooms, cafeteria
		- Printers, office supplies, conference rooms
		- Emergency exits, elevators, stairs, etc.

Others:* Business teams new employee will work with
* Provide instructions on how to log in to their computer
* Overview of phone system (voicemail, transfer, call-out, etc.)
* Provide employee their new email address and phone number
* Provide assistance with setting up email signature line
* Go over calendar entries and training assignments (include LinkedIn learning path)
* Expectations and goals for the first two weeks
* Who to ask for assistance if you are not available (contact names and numbers)
* Employee Handbook/Policies and other reference materials
* List of Holidays
* Other: Buckle UP Phone Down (Optional) [http://www2.modot.org/BuckleUpPhoneDown/](https://urldefense.com/v3/__http%3A/www2.modot.org/BuckleUpPhoneDown/__;!!EErPFA7f--AJOw!Qg2iAK7wz2zpIff4l--ZCKQXDcMl6zJgZGSTmQhcXsTReSN9MBff0f3--L0exFOPmNg$)
 | Date Completed/Initials |
| Human Resources * Have someone accompany them to HR, if possible
* New Hire Paperwork
* Provide benefit information
 | Date Completed/Initials |
| Welcome Wagon for onsite employees* Have other staff stop by to say hello and introduce themselves
* Supervisor or mentor/buddy/sage (if applicable) have lunch with employee on their first day

Virtual for remote employees* Have staff/coworkers send welcome email or jabber
* Supervisor or mentor/buddy/sage (if applicable) have virtual lunch on their first day
 | Date Completed/Initials |
| **Orientation and Coaching - First Week** |
| * Review roles of staff on organizational chart
* Review goals as related to Department Placemat and Division Placemat (if applicable)
* Review employee goals and discuss development path
* Review time accounting system (ETA, etc.)
* Review training plan
* Review of Department acronyms and lingo (customized by Department)
 | Date Completed/Initials |
| Schedule Regular One-on-One Meetings Starting with Day One * Check in with the new employee on a daily basis on their first week and then weekly through their first month
* Encourage them to ask the team questions as needed
* Review scheduled appointments and resources
* Discuss progress of training
 | Date Completed/Initials |
| Training * Identify MO Learning courses from the below to complete.

The courses listed below are suggestions only.  If your agency has outlined courses, you can use those instead. The \* denotes courses that don’t have a suggestion for statewide use.MO Learning Access may not be available within first week, therefore complete as soon as possible First Week: [State of Missouri Onboarding-First Week](https://www.linkedin.com/learning/collections/enterprise/1~AAAAAAIgV7Q%3D866626?u=35674036)* Getting Started in MO Learning
* How to use LinkedIn Learning
* Harassment \*
* Unlawful Discrimination\*
* Diversity – Confronting Bias: Thriving Across Our Differences
* Department Orientation (if applicable)
 | Date Completed/Initials |
| Other – Customize | Date Completed/Initials |