



## New Employee Checklist

Employee Name	Start Date	Manager Name	PeopleSoft ID#	Benefits Effective Date

Welcome to your career in Indiana State government. As a new employee, you play a vital role in the success of your onboarding program. Onboarding is a process, not an event. Use this checklist to ensure that you have all of the needed elements to help you get off to the best start possible.

- If you have attended a New Employee Orientation session, you will be surveyed at 30, 60 and 90 days to assess the overall onboarding experience.
- Please review the Onboarding website prior to attending the New Employee Orientation.  
<http://in.gov/spd/onboarding/>

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### First Day (New Employee Orientation) or before

NEW EMPLOYEE ORIENTATION	Activity	Date Complete
	<input type="checkbox"/> Ensure you have all the documents you need to complete <u>first day</u> paperwork: <ul style="list-style-type: none"><li>○ Processing of new hires includes but is not limited to completion of the I-9 form, W-4 Form, W-H Form, and Direct Deposit enrollment.</li><li>○ New employees should bring a voided check social security card for the direct deposit and acceptable identification for the I-9 form. (<a href="http://www.in.gov/spd/onboarding">www.in.gov/spd/onboarding</a>)</li></ul>	
	<input type="checkbox"/> Review Onboarding website <ul style="list-style-type: none"><li>• Parking (Retrieve parking validation ticket at garage entrance and bring ticket with you to Orientation for Validation-Central Office Orientation only)</li><li>• Agenda for Orientation</li></ul>	
	<input type="checkbox"/> Review Employee Handbook ( <a href="http://www.in.gov/spd/files/eehandbook.pdf">www.in.gov/spd/files/eehandbook.pdf</a> )	
	<input type="checkbox"/> Obtain ID badge (if applicable)	
	<input type="checkbox"/> Report to New Employee Orientation in Central Office or assigned location ( <i>if applicable</i> )	



## FIRST IMPRESSIONS (FIRST WEEK)

Your first days on the job can be simultaneously exciting and overwhelming; as you are introduced to the people, processes, and systems you will interact with, as well as the physical environment and organizational structure in which you will now work. Partner with your manager to identify your initial assignments, the purpose of your work in general and how it fits into your agency's overarching mission and goals, and how you can begin making immediate contributions.

- **All new hire surveys will be emailed to your preferred email account that you established in PeopleSoft HR.**

FIRST IMPRESSIONS (FIRST WEEK)	Activity	Date Complete
	<input type="checkbox"/> Meet your manager. Discuss any questions or concerns. If you're hiring into a managerial position, hold meetings with all of your staff to gain a sense of current priorities, projects, and issues.	
	<input type="checkbox"/> Set up your work space with supplies or equipment you'll need	
	<input type="checkbox"/> Clarify initial assignments or projects with your manager	
	<input type="checkbox"/> Obtain ID badge ( <i>if applicable</i> )	
	<input type="checkbox"/> Discuss the dress code and schedule with your manager	
	<input type="checkbox"/> Review your job description, job title, and pay information	
	<input type="checkbox"/> Discuss performance objectives, measures and the performance review process	
	<input type="checkbox"/> Review human resources policies at <a href="http://www.in.gov/spd/2396.htm">www.in.gov/spd/2396.htm</a>	
	<input type="checkbox"/> Discuss any applicable policies/procedures with your supervisor or mentor <ul style="list-style-type: none"> <li>○ Attendance</li> <li>○ Time reporting</li> <li>○ Leave requests</li> <li>○ Workplace safety and security</li> <li>○ Telephone/computer personal use</li> </ul>	
	<input type="checkbox"/> Log into PeopleSoft HR and update all personal information including preferred email address. ( <i>Main menu/self service/personal information</i> )	
	<input type="checkbox"/> Overview the agency mission, vision and values located on agency website	
	<input type="checkbox"/> Go to lunch with a colleague at least one day this week	
	<input type="checkbox"/> Complete your <b>New Hire Benefits</b> enrollment. Benefit elections are due the Monday following the pay period you were hired. If you have additional questions you can contact SPD toll free at 1-855-SPD-INHR (1-855-773-4647). <b><i>*Not applicable for part time or intermittent employees*</i></b>	
	<input type="checkbox"/> Meet with your supervisor to discuss how your first week went	



## GETTING ACQUAINTED (FIRST 90 DAYS)

During this “getting acquainted” phase you will primarily focus on socialization within your team and culturalization into your agency. In this period, some areas of focus include: learning your role and responsibilities and developing relationships with your supervisor and peers.

GETTING ACQUAINTED (FIRST 90 DAYS)	Activity	Date Complete
	<input type="checkbox"/> Review department specific information <ul style="list-style-type: none"> <li>○ Mission, values, goals and objectives</li> <li>○ Organization of the department /organizational structure (org charts)</li> <li>○ How the department interacts with others in the agency</li> <li>○ Behavioral and cultural expectations in the department</li> <li>○ Key staff / teamwork expectations</li> <li>○ Departmental meetings (how often, topics, etc.)</li> <li>○ Schedules</li> <li>○ Written material / resources unique to your department</li> <li>○ Review important intranet/SharePoint links/ shared folders</li> </ul>	
	<input type="checkbox"/> Clarify your supervisor or manager's communication preferences	
	<input type="checkbox"/> Complete all “new hire orientation” required classes through PeopleSoft ELM Training <i>NavBar/Navigator/Self Service/Learning/My Learning</i> <ul style="list-style-type: none"> <li>○ Information Resource Use Agreement (IRUA Training)</li> <li>○ OIG Ethics Training</li> <li>○ Sexual Harassment Refresher</li> </ul>	
	<input type="checkbox"/> Discuss agency training opportunities, and ask for instructions on how to enroll in the courses offered. New managers should review training opportunities on the SPD training website.	
	<input type="checkbox"/> Discuss agency specific emergency procedures.	
	<input type="checkbox"/> Complete 30 Day Onboarding Evaluation Survey	
	<input type="checkbox"/> Meet with mentor regularly and give feedback on how your onboarding is progressing <i>(if applicable)</i>	
	<input type="checkbox"/> Complete 60 day Onboarding evaluation survey	
	<input type="checkbox"/> Ensure that you understand your performance expectations and goals	
	<input type="checkbox"/> Take time to assess what you have done well in your first three months, and what you could have done differently; identifying opportunities moving forward will contribute to your future success	
	<input type="checkbox"/> Review the performance management process with your supervisor	
	<input type="checkbox"/> Identify any recurring hindrances to your productivity or effectiveness and ask for support to minimize or remove those hindrances	
	<input type="checkbox"/> Complete 90 day Onboarding evaluation survey and celebrate the completion of your first 90 days with the agency!!!	

*Please retain this form for your own records. You don't need to submit to your agency.*