Form 2.3B – New Employee Checklist (Ver. 5-19)

Part A – Recruiting Checklist

Position Title	Department	Recruitment Start Date

Department Head Action Items	Notes	Supv Initials & Date
VACANCY ACTIONS		
1. Send draft posting to HR	• Provides HR with info on potential other ad placement options for specialized positions • HR send job postings to Clerk for website and Fluvanna Review submission • HR sets up electronic appls file for specific position • HR receives applications and provides initial County response to applicants	
2. Create job-related interview questions	• Samples & review assistance available from HR	
3. HR receives applications and provides initial County response to applicants	• Sends applications to Department Head • Responds to applicants inquiries prior to interviews	
APPLICATION REVIEW AND INTERVIEWS		
4. Review applications and select top 3-4 applicants to interview	• Based on position requirements • HR can assist with screening if requested	
5. Sends HR list of all candidate names with annotations for those be interviewed	• HR reviews list to see if potential EEO or other issues; contacts Department Head to discuss concerns, if any.	
6. Hiring manager creates interview schedule and contacts candidates to be interviewed	• HR sends email notification to applicants not being considered.	
7. Interview candidates	• Always 2 or more staff present • HR can participate as requested	
EMPLOYMENT OFFER		
8. Select top candidate and determine the salary offer	• Contact HR with selected candidate name to get recommended salary offer • If above entry level, COAD approval required • BOS approval if more than 15% above base	
9. Make verbal Job Offer	• Call Candidate with verbal offer first, if possible • After verbal acceptance, establish start date	
10. Send formal Offer Letter	• On County/Agency ltrhd by email or mail • See HR for sample offer letter • Must be signed by County Administrator, Constitutional Officer, or Agency Head	

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Part B – Hiring Process

Employee Name	Position Title	First Day of Work
Department	Supervisor Name	90-Day Appraisal Date

Department Head Action Items	Notes	Supv Initials & Date
1. Submit PAR and signed Offer Letter to HR		
2. Send Welcome Letter	• See HR for sample welcome letter	
3. Prepare Office Space & Supplies		
4. Coordinate Tech and Security Support access	• Send to IT through Fluvanna Service Desk • Contact Finance to set up MUNIS, as needed. • Arrange for other technical and security applications needed for the position	
5. Schedule HR Benefits Meeting during first 3 days onboard		
6. Schedule IT for computer use review on first work day	• Obtain signed information use and security forms	
7. Email co-workers about new employee	• Schedule times to meet and review with them how they will work together	
8. Create a "first three weeks" schedule	Consider: • Follow-up times to meet • Mandatory online trainings & job training • Meet with co-workers	

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Part C – Orientation Process

Employee Name	Position Title	First Day of Work

Department Head Action Items	Notes	Supv Initials & Date
THE FIRST DAY		
1. Greet Employee	• Introduce to co-workers and work area	
2. Review Job Description and Expectations		
3. Provide with appropriate keys, tech devices and pass codes	• Have employee sign off on receipt of county items and codes if applicable • Send copy of signed receipt to HR for file	
4. Review department processes for leave	• Vacation, sick, bereavement • Provide contact phone numbers	
5. Have employee read/review key department processes/procedures		
6. Have employee enroll in Everbridge Notification System		
7. Human Resources Orientation	• Benefits, Compensation, and Policies	
THE FIRST TWO WEEKS		
8. Review County's mission and vision	• Include dept/agency policies and procedures	
9. Review agency/department priorities/key projects for the coming year		
10. Review process for on-the-job injury	• Contact name and reporting process	
11. Review Performance Evaluation process and form	• Set up regular meeting times prior to eval • Provide list of performance objectives	
THE THIRD WEEK		
12. Meet regularly with employee to answer questions	• Ensure they are becoming acclimated to department and position	
13. Ensure employee has signed up for or waived benefits within 30 calendar days of their first date of hire	• Employee should have received email from HR and Pierce Group on directions for enrollment through the Pierce Group's insurance website	
14. Employee evaluates the department/ agency orientation process	• Encourage employee feedback	
15. Establish & review employees 1st year professional development plan		

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Part D – Issuance Checklist

Actions and issuances that may be applicable for new employees.

Employee Name	Position Title	First Day of Work

ITEMS TO BE COMPLETED OR ISSUED

Item	Yes	No	N/A	Item	Yes	No	N/A
1. County ID Card	☐	☐	☐	16. Software Passwords	☐	☐	☐
2. Benefits Review	☐	☐	☐	17. Website Name/Info updated	☐	☐	☐
3. Keys (Doors, desks, etc.)	☐	☐	☐	18. Set up Telephone Voicemail	☐	☐	☐
4. Uniforms	☐	☐	☐	19. IT Equipment (Desktop PC)	☐	☐	☐
5. County Weapons	☐	☐	☐	20. IT Equipment (Laptop)	☐	☐	☐
6. County Tools	☐	☐	☐	21. IT Equipment (iPad)	☐	☐	☐
7. County Walkie-Talkie / Radio	☐	☐	☐	22. IT Equipment (Cell Phone)	☐	☐	☐
8. County Manuals, Supplies, etc.	☐	☐	☐	23. IT Equipment (Printer)	☐	☐	☐
9. County Credit Card	☐	☐	☐	24. _____	☐	☐	☐
10. County Gas Card	☐	☐	☐	25. _____	☐	☐	☐
11. Vehicle Keys	☐	☐	☐	26. _____	☐	☐	☐
12. Committees/Meetings	☐	☐	☐	27. _____	☐	☐	☐
13. Added to Authorized Signature List	☐	☐	☐	28. _____	☐	☐	☐
14. Network Account	☐	☐	☐	29. _____	☐	☐	☐
15. County Software Programs	☐	☐	☐	30. _____	☐	☐	☐

Comments

REVIEW AND SIGNATURE

Employee Signature / Date	Supervisor Signature / Date	HR Signature / Date