|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Start date |  |

# New Contractor Onboarding Checklist

**Instructions:** Check the boxes to indicate that the appropriate person reviewed the items on the checklist with you. *Do not check all of the boxes* if the person has not reviewed all of the items with you. There is no penalty for leaving a box unchecked.

## Before my First Day, my **supervisor**

* Reviewed my work schedule
* Made sure I had directions to the office and knew where to park
* Made sure I knew what appropriate work attire was
* Asked me if I needed reasonable accommodations to work
* Emailed me a list of forms and policies to read and complete

## On my First Day, my **supervisor**

* Greeted me and introduced me to our team
* Gave me a tour of the work unit/building, including typical break areas
* Reviewed my work hours
* Reviewed the attendance policies and work unit procedures for calling in
* Reviewed my first week’s schedule and gave me a meaningful work assignment
* Provided an overview of my work unit’s policies and procedures
* Thoroughly reviewed my work assignment
* Scheduled a time for my questions at the end of the day
* Taught me how to use office equipment: internet, intranet, voicemail, etc.
* Reviewed the emergency evacuation procedures
* Gave me a list of people who can answer my questions on a variety of issues
* Reviewed the VDH Driver Safety Policy (if applicable)
* Reviewed VDH Safety Policies: Building Security, Personal Safety at Work
* Discussed who would approve my time sheet and when it would be due

## On my First Day, my **Human resource representative**

* Explained his/her role and how he/she can be a resource to me
* Explained this onboarding checklist to me
* Explained parking options and how I could secure a permit, if applicable
* Made sure I completed required forms that were emailed to me
* Reviewed agency policies that were emailed to me and collected my certificates of receipt

## During my First Week, my **supervisor**

* Reviewed my work progress with me
* Reviewed TRAIN
* Identified and explained position-specific and general training required by VDH
* Shared job-specific manuals and procedures that will help me do my job (if applicable)
* Identified and explained other position-specific training that I will need
* Explained the inclement weather policy, work unit protocol for office closings and whether or not I am required to work when the agency is closed
* Reviewed my role and responsibilities during all hazards events and how the work unit conducts business during these events; gave me a the work unit’s Continuity of Operations Plan (COOP)
* Taught me how to use office email
  + Reviewed relevant distribution lists
  + Reviewed shared calendars and assisted me in accessing them
  + Reviewed office policies and procedures for using email and calendars in Outlook
* Explained my work unit goals/mission/vision, how we accomplish them and their relationship to the agency
* Explained work duties of others in the work unit
* Reviewed and shared work unit resources (e.g., directories, manuals, staff listings)
* Reviewed and shared work unit organizational chart(s)
* Shared information about coffee funds, sunshine funds, employee recognition programs etc.
* Scheduled time for my questions

## On my First Week, my **Human resource representative**

* Explained the VDH Health Alert Network (HAN) , how it is used and coordinated getting me added to the system

## During my 1st Month, my **supervisor**

* Identified critical members of the agency and explained their relationship to my position
* Ensured that I understood the relationship between my job, the work unit and the agency
* Scheduled on-on-one and/or group meetings for me with team members and other pertinent agency staff
* Met regularly with me to answer questions and ensure that I was becoming acclimated to the work unit and position responsibilities
* Scheduled me for any applicable learning opportunities

# New Contractor Onboarding Checklist

**Instructions:**

1. During your first month, check the boxes to indicate that the appropriate person reviewed the items on the checklist with you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Office/District Name:** |  | | |  |  |
|  |  | | |  |  |
| **Employee:** |  | | |  |  |
|  | Printed Name |  |  |  | Start Date |
|  |  | | |  |  |
|  | Signature |  |  |  | Date |
|  |  |  |  |  |  |
| **Supervisor:** |  | | |  |  |
|  | Printed Name |  |  |  |  |
|  |  | | |  |  |
|  | Signature |  |  |  | Date |
|  |  |  |  |  |  |
| **HR Representative:** |  | | |  |  |
|  | Printed Name |  |  |  |  |
|  |  | | |  |  |
|  | Signature |  |  |  | Date |