

Washoe County New Employee Checklist

EE Name _____

HR Rep Name _____

Mgr Name _____

Dept Head Name _____

Topic/Information	Date Trained	Trainer Initials
Work Unit Overview		
* Team member names & introductions		
* Organizational chart review - including review of chain of command & team member roles & responsibilities		
* Department contact list		
* Department norms - birthday funds, coffee, water, etc.		
* Tour - break area, cafeteria, restrooms, fire extinguishers, first aid kits, parking, emergency exits		
* Introduction to teams & key individuals <i>outside</i> of our work unit		
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Manager Overview		
* Department purpose/mission ...		
* Manager's management style		
* Department specific policies & procedures		
* Handling confidential information		
* Your job description and specific responsibilities		
- your job description/class specification		
- performance standards and expectations		
- customer service & follow-up expectations		
- initial projects/responsibilities		
-		
* Probation period explanation - review schedule (6 or 12 months)		
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Expectations		
* Dress code		
* Attendance policies & procedures		
- Hours of work		
- Breaks, lunches		
- Calling in sick		
- Manager/supervisor info: <phone #>		

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Topic/Information	Date Trained	Trainer Initials
- Alternate contact info: <phone #>		
- Requesting time off		
- Process for time off requests (vacation and leave)		
- Voicemail - Out of office message		
- Overtime requests		
- Time card completion requirements		
* Policy on use of County equipment - computers, internet, phone, vehicles ...		
* Your training plan		
- New employee orientation		
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- Introduction to mentor, coach or buddy		
* Calendar - other dates to note		
* County Holidays		
* Staff meetings		
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*		
Resources/Equipment		
* Computers		
- Log on, log off, shut down		
- Help desk phone number - 3950		
- Password policy - no sharing on any application		
* Applications used most frequently on the job		
-		
-		
-		
-		
* Fax		
- Location		
- How to send a fax		
- Our fax number <insert #>		
-		
* Copiers		
- Location		
- Loading paper		
- How to use - 2-sided, staple, collate		
* Phones		
- Your phone number/extension <#>		
- Directories - how to look someone's contact info up in Outlook		
- Voicemail - setting up, changing		
* Outlook		

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Topic/Information	Date Trained	Trainer Initials
- Calendar usage - replying etiquette, meetings, conference rooms		
-		
* Printers		
- Location(s)		
- Toner out - who to contact <#>		
* Supplies		
- Location		
- How to order		
* Mail		
- Interoffice		
- Outgoing - USPS, UPS, FedEx		
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*		
Intranet & Internet		
* Internet - www.washoecounty.us		
* Intranet - Flipside		
- How to access		
- General navigation		
- ESS - time card, personal data		
- E-Help Desk		
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Safety - Emergency		
* Emergency		
- Evacuation route		
- Evacuation meeting place location		
- Importance of checking in at evacuation location		
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Safety - Work Place		
* Workplace injury		
- Report injury to manager or supervisor		
- Complete required paperwork		
- Ergonomic evaluation		
- Vehicle accidents		
- Drug testing procedures - post-accident		
- Defensible driving (if applicable)		
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Topic/Information	Date Trained	Trainer Initials
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Manager/Supervisor Signature

Date

Employee Signature

Date