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| **Warm Welcome Before they Start** | |
| Call to congratulate them! | Date Completed/Initials |
| Confirm position information   * Salary, Start Date, Time and Location * Work Schedule * Appointments necessary prior (physical, fingerprinting, etc.) | Date Completed/Initials |
| Get employee’s contact info, share yours | Date Completed/Initials |
| Share General Day 1 Schedule | Date Completed/Initials |
| Follow-up with text, card, welcome box, etc. | Date Completed/Initials |
| **Prepare for New Employee Arrival** |  |
| Physical Space   * Assign desk, clean and prep, office chair, etc. * Ensure that employee has needed general office supplies * Request name plate * Create Welcome banner, card, etc. – Have staff sign   Virtual/Remote   * Confirm with employee if supplies are needed * Send Welcome e-card from staff | Date Completed/Initials |
| IT/Access   * Verify completion of ticket for Active Directory account * PC/software installations   + Phone/jabber   + Access to necessary networks, servers, databases, software, printers, list here: * Verify that all resources for training plan are available are available and ready * Training and other equipment as needed | Date Completed/Initials |
| Supervisor/Team   * Notify other staff of new employee’s selection & date of arrival * Assign mentor/buddy/sage (optional) * Schedule appointments with staff that will be training employee; add to both calendars. | Date Completed/Initials |
| **Prepare New Hire for Their Arrival** | |
| * Email welcome information – suggested at least one week in advance * Work Schedule for the first day and week * Main contact names, numbers and emails * Parking information * Governor’s Welcome video [Governor's Onboarding Video](https://stateofmissouri.box.com/s/99pckrceoe8nw9rjonwzr75dly5phfi1) * How to enter the building and who to ask for * Map of the building * Reminder of what they need to bring the first day   + Identifications   + Direct Deposit Information   + Other:   + Other: * Dress Code policy | Date Completed/Initials |
| * Call New Employee the day before they start to make sure they have everything they need and are prepared. | Date Completed/Initials |
| Other | Customize Here |