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| **Welcome - First Day** | |
| * Welcome employee– be warm and engaging! * Provide a tour (if onsite) * Team members, other staff in department * Areas of the building/office they need to know   + - Restrooms, breakrooms, cafeteria     - Printers, office supplies, conference rooms     - Emergency exits, elevators, stairs, etc.   Others:   * Business teams new employee will work with * Provide instructions on how to log in to their computer * Overview of phone system (voicemail, transfer, call-out, etc.) * Provide employee their new email address and phone number * Provide assistance with setting up email signature line * Go over calendar entries and training assignments (include LinkedIn learning path) * Expectations and goals for the first two weeks * Who to ask for assistance if you are not available (contact names and numbers) * Employee Handbook/Policies and other reference materials * List of Holidays * Other: Buckle UP Phone Down (Optional) [http://www2.modot.org/BuckleUpPhoneDown/](https://urldefense.com/v3/__http:/www2.modot.org/BuckleUpPhoneDown/__;!!EErPFA7f--AJOw!Qg2iAK7wz2zpIff4l--ZCKQXDcMl6zJgZGSTmQhcXsTReSN9MBff0f3--L0exFOPmNg$) | Date Completed/Initials |
| Human Resources   * Have someone accompany them to HR, if possible * New Hire Paperwork * Provide benefit information | Date Completed/Initials |
| Welcome Wagon for onsite employees   * Have other staff stop by to say hello and introduce themselves * Supervisor or mentor/buddy/sage (if applicable) have lunch with employee on their first day   Virtual for remote employees   * Have staff/coworkers send welcome email or jabber * Supervisor or mentor/buddy/sage (if applicable) have virtual lunch on their first day | Date Completed/Initials |
| **Orientation and Coaching - First Week** | |
| * Review roles of staff on organizational chart * Review goals as related to Department Placemat and Division Placemat (if applicable) * Review employee goals and discuss development path * Review time accounting system (ETA, etc.) * Review training plan * Review of Department acronyms and lingo (customized by Department) | Date Completed/Initials |
| Schedule Regular One-on-One Meetings Starting with Day One   * Check in with the new employee on a daily basis on their first week and then weekly through their first month * Encourage them to ask the team questions as needed * Review scheduled appointments and resources * Discuss progress of training | Date Completed/Initials |
| Training   * Identify MO Learning courses from the below to complete.   The courses listed below are suggestions only.  If your agency has outlined courses, you can use those instead. The \* denotes courses that don’t have a suggestion for statewide use.  MO Learning Access may not be available within first week, therefore complete as soon as possible  First Week: [State of Missouri Onboarding-First Week](https://www.linkedin.com/learning/collections/enterprise/1~AAAAAAIgV7Q=866626?u=35674036)   * Getting Started in MO Learning * How to use LinkedIn Learning * Harassment \* * Unlawful Discrimination\* * Diversity – Confronting Bias: Thriving Across Our Differences * Department Orientation (if applicable) | Date Completed/Initials |
| Other – Customize | Date Completed/Initials |