** LARIMER COUNTY NEW EMPLOYEE CHECKLIST**

Employee Name Department/Office

**Instructions:** Supervisor and payroll representative should review and fill out with employee. May be used for new employee or employees transferred from other County departments/offices.

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1. Supervisor greets employee on their first day and introduces them to the team.........................[ ]
2. Supervisor explains overall departmental/office organization and its relationship to other County departments/offices......................................................................................................................[ ]
3. Supervisor explains employee’s role and contribution to the goals and objectives of the department/office ………………………………………………………………………………………[ ]
4. Supervisor discusses job content with employee and provides a copy of job description...........[ ]
5. Supervisor explains leave accruals and departmental/office procedures on usage of sick, vacation, comp. time and other leave ..........................................................................................[ ]
6. Explain departmental/office working conditions:
	1. Hours of work and time sheets ...............................................................................[ ]
	2. Show employee payroll information on HR website (i.e. pay calendar) …………...[ ]
	3. Parking permits and parking areas........................................................................ [ ]
	4. Lunch period and lunchroom................................................................................. [ ]
	5. Breaks and rest periods..........................................................................................[ ]
	6. Telephone, internet and email use.........................................................................[ ]
	7. Overtime policy and requirements..........................................................................[ ]
	8. Performance and evaluation of duties, include review of merit and market pay increases ................................................................................................................[ ]
	9. Attendance..............................................................................................................[ ]
	10. Handling confidential information …........................................................................[ ]
	11. Dress code and personal protective equipment …..................................................[ ]
7. Two days after start date supervisor and/or payroll representative will meet with employee and schedule them, via the Larimer County Learning Center, for:

Required:

1. New Employee Orientation (NEO) ………………………………..............................[ ]
2. Benefits Orientation................................................................................................[ ]
3. If employee is a supervisor enroll them in Supervisor Essentials …………………[ ]

Optional:

1. Phone Training........................................................................................................[ ]
2. Google Mail Training..................................................................................[ ]
3. Google Calendar Training...........................................................................[ ]
4. Department/Office Specific Training …………………………………………………..[ ]
5. Review County communication methods and information (examples include County communications, IT information, HR & Payroll, Support Central, etc.) .......................................[ ]
6. Review Human Resources and Department/Office Policies & Procedures................................ [ ]