** 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................................