

**Employee Name:** \_\_\_\_\_ **Hire Date** \_\_\_\_\_

Date Completed	Employee Initials	Assigned Staff Initials	<b>DEPARTMENTAL NEW HIRE CHECKLIST</b> Forms in bold. – Return completed form to Personnel File within 30 days of employment.
			CONTACT NEW HIRE TO CONFIRM APPOINTMENT – Review reporting time, location, dress, parking, etc. Note need to bring I-9 Documentation on first day.
			NOTIFY HR TO COMPLETE ACA COMPLIANCE REPORT – required w/in 3 days of appointment (not start date)
			<b>SCHEDULE HR/INSURANCE ORIENTATION FOR FIRST DAY OF EMPLOYMENT</b> Notify employee of dates and times HR: Date/Time _____ Contact _____ Insurance: Date/Time _____ Contact _____
			<b>ADD EMPLOYEE TO NEXT NEW EMPLOYEE ORIENTATION PROGRAM</b> Full day 8:45 to 4 p.m.; 5 <sup>th</sup> floor – County Office Building Email swilliams@woodcountyohio.gov Program Date _____
			<b>BCC DEPTS. - SCHEDULE EMPLOYEE TO MEET WITH COMMISSIONERS</b> (419.354.9100) Date/Time _____
			<b>SET UP EMAIL/COMPUTER/PHONE/OFFICE SPACE - Forward USER ACCOUNT AUTHORIZATION FORM to IT (Note MFA option)</b> Send email to ithelpdesk@woodcountyohio.gov to set-up phone
			<b>SCHEDULE PROBATIONARY PERIOD REVIEW/END DATES ON CALENDAR</b>
			<b>WELCOME, INTRODUCTION OF STAFF, TOUR OF OFFICE(S)</b>
			<b>PROVIDE COMPUTER PASSWORD &amp; EXPLAIN MFA</b> <b>REVIEW PHONE SYSTEM (QUICK REFERENCE CARD/USE OF DIRECTORY)</b>
			<b>COMPLETE EMPLOYEE ISSUED EQUIPMENT &amp; CLOTHING CHECKLIST</b> Document all items issued to employee – Keys, phones, Uniforms, etc. – Return copy of form for Personnel File and provide updated copy as items are issued/returned
			<b>EXPLAIN SECURITY FOR DEPARTMENT</b> <b>BUILDING SECURITY EMPLOYEE KEY FOB INFORMATION</b> , if applicable
			<b>PROVIDE OVERVIEW OF DEPARTMENT’S RESPONSIBILITIES</b>
			<b>DISCUSS PUBLIC SERVICE/CUSTOMER SERVICE EXPECTATIONS/ REVIEW DEPARTMENT’S MERITORIOUS BEHAVIORS</b> No Wrong Door/ Gray Information Packet
			<b>REVIEW ORGANIZATIONAL CHART; CURRENT STAFFING &amp; STAFF DUTIES</b>
			<b>REVIEW EMPLOYEE’S JOB RESPONSIBILITIES/ ESSENTIAL EMPLOYEE LISTING (Complete sign-off if applicable)</b> Use written position description & <b>Employee Sign-off on position description.</b>
			<b>EXPLAIN PROBATIONARY/ANNUAL REVIEWS</b> Encourage open communication/Set Expectations
			<b>REVIEW HOURS OF WORK/LUNCH PERIOD</b> Alternative work hours, Lunch period schedule

Date	Employee Initials	Presented By	<b>DEPARTMENTAL NEW EMPLOYEE CHECKLIST CONTINUED</b>
			REVIEW TIME AND ATTENDANCE PROCESS FOR PAYROLL Timesheets/Requests for Leave (Employee/Supervisor Guidelines for Precinct Manager)
			REQUESTING LEAVE/CALL IN PROCEDURE FOR ABSENCES
			EXPLAIN SAFETY PROCEDURES Use Basics of OSHA Training Guide Supplement Additional Department Training
			CORSA ON-LINE COURSES. 1. <b>Anti-Harassment in the Workplace</b> 2. <b>Defensive Driving Basics:</b> Employees added to motor vehicle insurability list required to complete course Obtain employee login for CORSA U at <a href="https://www.localgovu.com/corsa/">https://www.localgovu.com/corsa/</a> Training link noted on employee website on Training page: Employee to return <b>certificates of completion</b> for personnel file <u>within two weeks of hire date.</u>
			<b>FRAUD REPORTING &amp; TRAINING</b> View training at <a href="https://ohioauditor.gov/trainings/fraud.html">https://ohioauditor.gov/trainings/fraud.html</a> (8 minute video) Upon completion print the certificate and return to payroll officer for placement in personnel file. (Refresher training is required every 4 years.)
			REVIEW EMERGENCY ACTION PLANS Tornado, Fire, Bomb, Safe Areas Identify Dept. Emergency Monitor
			EXPLAIN EMERGENCY CLOSING PROCEDURE (CodeRED form part of HR Checklist)
			STAFF MEETINGS/DISTRIBUTION OF INFORMATION
			RECORDS RETENTION (Paper & Electronic) Provide a copy of the Records Retention Schedule for Department/All County Email Management Public Records Requests
			DEPARTMENT SPECIFIC POLICIES – Work Rules, Bargaining Contract, etc. List items addressed  _____  _____  _____
			ADDITIONAL EMPLOYEE TRAINING NEEDED i.e., computer (LinkedIn Learning – computer training with library card), OSHA, manager training, etc.  _____  _____  _____

CC: Employee  
Original: Personnel File