

Activity: Create a Department-level New Employee Orientation Checklist

Consider what a new employee needs as they enter your work unit to feel confident, and clear, about expectations for performance.

To get started, think back to when you were a new employee. ***What were some of the things you needed to start strong, to feel confident, to gain competence as you began your new position?*** Identify, and document, on this form, the tasks and learning experiences to you will implement, and when you will implement them.

Pre-arrival (at least a week out from their first day on the job)
During the First Day
During the First Week
During the First Month

One month prior to the end of the first 6 months of employment

A. Classified: One month prior to the end of Trial Service

B. Unclassified: One month prior to the end of first 6 months of employment