

**PROJECT LEADER & CONSULTANT PROJECT MANAGER
HIRING MANAGER INTAKE CHECKLIST**

The hiring manager should provide an orientation to the new employee on project delivery from a region prospective. The hiring manager should, at a minimum, complete the following tasks to orient the new employee:

| ORIENTATION TASKS | COMPLETED | DATE |
|---|--------------------------|------|
| 1. Send an email to PDNEO@odot.state.or.us notifying OPD – Process Improvement & Training Program of the new employees start date and role. | <input type="checkbox"/> | |
| 2. Conduct Orientation: | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> • Review position description and items in Human Resource’s New Employee Packet. | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> • Review the region’s project delivery processes (e.g. decision-making structure, PD-02 process and expectations, budget process, scoping process, team resourcing process, change and quality management processes, etc.). | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> • Review the regions performance measures. | <input type="checkbox"/> | |
| <ul style="list-style-type: none"> • Review the regions key roles in the project delivery process (e.g. STIP Coordinator, Planning, Technical Center Manager, Discipline Managers, etc.). | <input type="checkbox"/> | |
| 3. Have the employee set up meetings with the people identified in the key roles. | <input type="checkbox"/> | |
| 4. Have the employee enroll in the Project Delivery Academy through HR Training. | <input type="checkbox"/> | |
| 5. Assign a staff member as a mentor. | <input type="checkbox"/> | |
| 6. Review, discuss and finalize the individual development plan with the new employee. Consult with OPD as needed. | <input type="checkbox"/> | |
| 7. Routinely update and review the IDP with the employee to determine progress and make changes. | <input type="checkbox"/> | |
| 8. Schedule follow-up meetings. | <input type="checkbox"/> | |