



AGENCY OVERVIEW

Whether new to state government or welcoming an employee from another agency, this is the opportunity to introduce the agency, and its role in state government by providing an overview of:

- Oregon state government and how the agency fits into the structure.
- Structure of the agency, division, and their work unit.
- Enterprise Manager Competency Guide
- Enterprise Employee Competency Guide
- The agency's strategic plan, mission, vision, and values.

POSITION OVERVIEW

How does this employee fit in the agency? What value will they bring with their work? Review information about the position and set expectations. Be sure to document and cover the following:

- Initial job assignments the new employee will be working on.
- Create a development plan including any formal, informal, or on-the-job-training.
- Establish their regular work schedule (e.g. hours, teleworking days if applicable, etc.), how to report their time and request any leave usage.
- Establish expectations for frequency of communication between the manager and the employee and the preferred method(s) to use (e.g. in-person, phone, video call, email, messenger, etc.)
- Identify how important teamwork is to their job function. If the employee needs to have regular collaboration to get their job done, think through and establish standards for what this collaboration should look like.
- Review any information security requirements beyond what's found in statewide and agency specific policies.
- Establish frequency of performance check-ins.
- Follow-up on required training and policy/procedure reviews.
- Review the position description, performance expectations and standards.
- Review trial service parameters, expectations, and standards.

NEW EMPLOYEE ORIENTATION CHECKLIST

Onboarding resources | First 30-days



SPACE AND OFFICE TOUR

This may be the first time the new employee has been in the building, help them familiarize themselves with their new space (*while a new employee may be primarily working remote, it is important for them to know the surroundings for the times they may be in the office*):

- Provide a tour the office building including:
 - Copiers/printers
 - Conference rooms
 - Office supplies
 - Restrooms
 - Kitchen
 - Breakroom/vending machines
 - Emergency exits/supplies
 - Mailroom
 - Trash receptacles
- Provide time to get settled/acquainted with new office/cubicle/space

GENERAL ADMINISTRATIVE PROCEDURES

This is the opportunity to explain and set expectations on general administrative procedures such as:

- Mail (incoming and outgoing)
- Office supply requests
- Reserving conference rooms
- Reserving state vehicles (if needed)
- Shared email inbox management (if applicable)
- Disposing trash
- Requesting computer support
- Use of technology and the tools available
- Review of state systems/technology:
 - Workday
 - Office 365 Tools
 - Conferencing systems (Teams, Zoom, etc.)
 - SharePoint/Web development (if applicable)
 - Agency specific systems



STAFF AND EMPLOYEE CONNECTION

Existing staff are the best resource to welcome a new employee to your agency. Be sure to make some key introductions and other key steps to integrate your new team member:

- Introduce to key staff and team members, as well as:
 - Front desk/lobby staff
 - Custodial staff
 - Wellness/Safety committee staff
 - DE&I staff
 - Identify, notify and introduce a team learning partner
- In order to integrate the new employee into their team consider doing the following:
 - Have the new team member complete the Gallup Strengthsfinders[®] (cost associated)
 - As a team building exercise, have all team members take the Work Styles Inventory (free) and use the Work Style Resources do a comparison of those team styles
 - Create a team, division, or agency welcome video
 - Have each person create their own Pecha Kucha presentation and then share it at a team meeting.
 - If the majority of your team is remote, schedule one-on-ones for the new employee and each team member.
 - Introduce to any agency employee resource groups (e.g. wellness, diversity and inclusion, etc.)
 - Introduce government charity/fund drives.