

NEW EMPLOYEE CHECKLIST

Onboarding resources | First six months



TRIAL SERVICE REVIEW

Trial service is an extension of the selection process and provides the employee the opportunity to demonstrate, by conduct and actual performance of duties, the ability, willingness, and fitness for the position. Depending on the position, the duration of trial service will be either six (6) months or twelve (12) months for new hires, lateral position moves and promotions within state service. Regardless of trial service, any employee new to their position should be engaged in regular, monthly check-ins with their manager during the onboarding period to review performance expectations defined during their first 30 days in their new position. Monthly reviews should include at a minimum:

- Rating of performance expectations with specific examples
 - Any rating falling below “meets” should be accompanied by steps to help the employee improve performance/behavior.
- Employee Feedback
 - Allow employee to provide information on what they feel is working well and what tools they may need to improve.
- Goals
 - Each check-in should include a review of the goals set at the previous check-in. Manager and employee should work together to update and edit goals each month.

CAREER DEVELOPMENT

Career development is the link between an individuals’ drive and motivation and the agencies talent management strategy. Engaging with employees early-on regarding their career development provides employees with an ongoing mechanism to enhance their skills and knowledge that can lead to mastery of their current jobs, promotions and transfers to new or different positions. Implementing career paths may also have a direct impact on the entire organization by improving morale, career satisfaction, motivation, productivity, employee engagement, and responsiveness in meeting departmental and organizational objectives. Career development actions can include the following:

- 30 days - assign new hire a project with a mentor with clear goals and definition of project success.
- 60 days - create career development plan asking:
 - What (so far) do you love/loathe?
 - What are your goals and what do you need to be successful?
- 90 days – competency check:
 - What strengths have you shown thus far?
 - What competencies need improvement and what do you need to strengthen these competencies?
 - Recommend/assign available training that would help the employee build competencies.
- 120 days – Networking:
 - Is there a specific areas you’re interested in learning more about?

NEW EMPLOYEE CHECKLIST

Onboarding resources | First six months



- In what areas would you like to make new connections? How will this help you be more successful in your current role?
- 180 days – Suggest employee join a committee that interests them.

BENEFITS UPDATE

At the completion of six (6) months of service, a new employee will have additional benefits become available. Managers and/or Human Resources should discuss these new benefits and how to utilize them:

- VL Available to use
- PERS Eligibility
- Personal Business Eligibility

MILESTONE CELEBRATIONS

Employees should be recognized and celebrated for achieving milestones within the state. These milestones include, but are not limited to:

- Trial Service completion
- Completion of first year of state service
- Annual recognition of state service