



New Employee Welcome Program

*Creating an exceptional experience for new
Oregon Employment Department employees*

Your Name:

JANUARY 2026

EMPLOYEE ONBOARDING



ONBOARDING

The process of integrating new employees into the organization, of preparing them succeed at their job, and to become fully engaged, productive members of the organization.

Silkroad Technology



The purpose of this guide is to...

- Introduce you to the New Employee Welcome Program (NEWP)
- Explain the components and activities included in NEWP
- Provide a checklist with helpful tips and tools

The goals of the New Employee Welcome Program are to...

- Reduce your time to productivity
- Help you to quickly become acculturated and impactful in the organization
- Help you find and use the many resources available
- Provide a consistent experience for new employees
- Make sure you feel welcome and valued

WHO is involved with the New Employee Welcome Program?

<p>Your Manager <i>Your manager plays a key role in creating an exceptional experience for you and is an excellent resource for you to lean on.</i></p>	<p>NEWP Colleague <i>You may be partnered with a co-worker who will help you understand the culture of the office as well as the functions of your new job.</i></p>	<p>Employee Services <i>Employee Services assists with Workday processes, performance appraisals, coaching, and more. If you need something, just ASK!</i></p>
<p>IT Service Desk <i>The IT Service Desk images and distributes equipment and creates system access. If you do not have the right equipment and system access, work with your manager to connect with the Service Desk.</i></p>	<p>Organization & Talent Development (OTD) <i>Organization & Talent Development is here to help with the New Employee Welcome Program and Learning Campaign as well as provide professional development learning opportunities.</i></p>	<p>Division and Section Trainers <i>If your division or section has trainers, they will assist in the development of an initial training plan.</i></p>

YOU!

The most important participant in the New Employee Welcome Program is you, the new employee. As you work through this guide and all the other components of the program, use your experience and knowledge to make the most of this opportunity. We have developed the program to be more than just the nuts and bolts of bringing on a new employee – we hope to provide you with all the training, tools, and resources you need to make this an exceptional experience and proud of your choice to be employed by the Oregon Employment Department.

Components and tools of the New Employee Welcome Program

<p>Set-Up Guide <i>A printed copy of the Set-Up Guide is provided on your first day. The guide walks step-by-step through the computer set-up, system access, and first day tasks.</i></p>	<p>Onboarding Guide <i>This guidebook is available electronically for your use as you work through your first few weeks.</i></p>	<p>Onboarding Checklist <i>Included in the Onboarding Guide is a checklist for you to keep track of completed tasks and stay informed of things to come.</i></p>
<p>New Employee Virtual Orientation (NEVO) <i>NEVO is a one-day orientation to the agency that you will attend virtually within your first month.</i></p>	<p>NEWP Learning Campaign <i>NEWP activities and required tasks, including training and policy signoffs are delivered through Workday.</i></p>	<p>NEWP on The Commons <i>A page on the Agency’s intranet dedicated to the tools and resources of the onboarding program.</i></p>

Learn all about the NEWP Learning Campaign next

New Employee Welcome Program Learning Campaign

You will receive training, task and activity assignments weekly through Workday for your first month, then less frequently through your first 90 days. These communications will come as either Assignments – which you will access through your Workday Learning App, or Recap Messages – which include reminders and prompts for additional activities.

FIRST MONTH ASSIGNMENTS

NEWP INTRO & NEVO – This notification begins the campaign with an introduction video and a task to enroll yourself in New Employee Virtual Orientation (NEVO).

NEWP Assignment 1: The Big 5 – This program includes the top 5 courses that must be completed by every OED Employee. This assignment must be completed on your first day.

NEWP Assignment 2: Employee Systems and Applications – This program includes courses relating to the systems you will use as an employee; it will be delivered on your second day.

NEWP Assignment 3: OED & You – This program includes courses relating to being a state employee and an employee at OED.

NEWP Assignment 4: Wellness and Safety – This program includes required and conditionally required courses related to wellness and safety.

NEWP Assignment 5: Equity and Inclusion – This program includes required courses related to Equity and Inclusion at the agency.

RECAP MESSAGES

These messages are delivered between assignments and include checklist reminders, optional activities, and additional resources. Recap messages focus on the previous assignment topics and use the following consistent format.

Review – This section will review the previous time period

Remind – This section will contain reminders of checklist items that you should have completed by now, and action items on your checklist that will need your attention this week

Recall – This section will contain short learning bursts of information you previously were exposed to - designed to promote learning retention these bursts could be in the form of videos, quizzes, extra checklist items, and more. None of the learning burst's scores or completion statistics are retained; they are merely tools for you to use to recall what you've already learned – or maybe missed.

Reflect – This section will ask guided questions for you to reflect back and capture what has stood out to you in various ways in the previous time period

Resources – This section will contain resources related to the recap topic area

NEW EMPLOYEE VIRTUAL ORIENTATION (NEVO)

The New Employee Virtual Orientation (NEVO) is a virtual instructor led course that includes various speakers, opportunities for networking, and hands-on exploration of general agency systems.

NEVO is a great introductory activity for you to participate in; this all day program will provide you with information and resources to quickly become acclimated to your new position while interacting with other participants throughout the agency.

SAMPLE AGENDA

Est. Time	Topic
8:15-8:30	Welcome
8:30-9:00	Intro, Overview, & Expectations
9:00-9:30	Agency Overview
9:30-10:00	OED Mission Vision Values
10:00-10:15	BREAK
10:15-10:30	Employee Services Leadership & SEIU Introduction
10:15-11:00	SEIU Orientation
11:00-11:30	Employee Services
11:30-12:00	Workday 101 - Navigation
12:00-1:00	LUNCH
1:00-1:45	OED & You
1:45-2:00	Strategy Office
2:00-3:00	Systems Tour I
3:00-3:15	BREAK
3:15-3:30	NEVO Challenge
3:30-4:15	Equity & Inclusion
4:15-4:45	Systems Tour II
4:45-5:00	Closing

NEVO NOTES

AGENCY OVERVIEW

SEIU

EMPLOYEE SERVICES

STRATEGY OFFICE

WORKDAY

SYSTEMS

EQUITY AND INCLUSION

EMPLOYEE ONBOARDING CHECKLIST

Onboarding is a continuous process that doesn't have a defined end date, and certainly isn't limited to one day, week, month, or even a year. This checklist is divided into periods of time and focuses on tasks and activities that apply to most every employee regardless of position, hire type, or hire status.

Many of the first day and week tasks and actions should all be completed as part of your first day set-up; refer to the [NEWP – Employee Set-Up Guide](#) for step-by-step instructions. Work with your manager to overcome any system or access issues.

New managers have additional tasks and training, download the [New Manager Checklist](#)

Computer, Applications, and Systems Set-Up

	Computer & Network Setup – see Set-up Guide (default browser and applications, YUBI Key, Outlook, Teams, Office 365, etc.)
	Access Workday account, reset password, set security questions
	Position or Function specific systems set-up (iMatch, Frances, etc.) – your manager will submit access requests after you complete specific required training. Consult your manager or division training team for training requirements and set-up instructions.

Required Training and Policy Acknowledgments – *assigned in Workday

	*Enroll in New Employee Virtual Orientation (NEVO) – attend within 30 days
	*Complete NEWP Assignment 1: The Big 5 (first day)
	*Complete NEWP Assignment 2: Employee Systems (within 7 days)
	*Start DAS CHRO New Employee Orientation tasks in Workday (new to state only – due within 30 days of assignment)
	*Enroll in Uplift Your Benefits Workshop (new to state represented employees must attend within 30 days of start date – recommended to enroll in your benefits after taking the class)
	*Complete SSA and/or FTI required training (positions in specific supervisory organizations must complete on day 1)
	Consult manager and division training team for additional position, function, or division specific training and policy acknowledgments

Some required courses are in multiple assignments, a completion in one will count as a completion in another. Some policy acknowledgments are assigned as tasks and also part of required training, completion in both is required.

See [NEWP Required Learning](#) for a list of NEWP required training assignments with course descriptions and estimated duration.

See [NMO – Required and Recommended Training](#) for a list of assignments for new managers.

First Day & Week

EMPLOYEE ONBOARDING CHECKLIST

Many of the following tasks will need action or guidance from your manager. They have their own checklist to follow and some tasks will overlap with yours.

Administrative Tasks

	<p>Complete Workday inbox tasks. Most of these tasks are assigned to new to state employees only:</p> <ul style="list-style-type: none"> <input type="checkbox"/> policy acknowledgements <input type="checkbox"/> I-9 section 1 <input type="checkbox"/> emergency contact <input type="checkbox"/> direct deposit <input type="checkbox"/> W-4 <input type="checkbox"/> self-identification
	<p>Explore your Workday profile and verify your information is correct: full name, home address, salary, work schedule, etc. Work with your manager to resolve any discrepancies that you do not have edit permissions for.</p>
	<p>Read through and sign your position description. Discuss any questions about your PD with your manager. Return the sign PD to your manager to upload to Workday.</p>
	<p>Complete I-9 identification verification (Section 2) with Manager, Employee Services, or Workforce Liaison</p>
	<p>Complete your first week timesheet in Workday, submit at the end of the week</p>
	<p>Share Outlook Calendar per unit preferences</p>
	<p>Request to be added to applicable email distribution lists (your manager must submit a FootPrints request for you to be added)</p>
	<p>Request to be added to team meeting's series' and other project or recurring meetings that apply to you</p>
	<p>Confirm you Work Contact (email & Phone) has been added or updated if coming from a different state agency – this task must be completed by your manager or the Workday Workforce Liaison for your area > Instructions</p>
	<p>Discuss with your manager applicable Workday roles for your position and submit role request(s) in Workday as applicable (managers, elevated security roles, etc.) Instruction for requesting roles is included in the List of Workday Roles</p>
	<p>Get photo taken for badge, Workday, & Staff Search (as applicable)</p>
<p>Notes:</p>	

First Day & Week

EMPLOYEE ONBOARDING CHECKLIST

Whether you are working in office or remote you should be aware of the office environment, logistics, and safety for your assigned office.

Workspace in Office	
	Tour the office, some things to ask about <ul style="list-style-type: none"> <input type="checkbox"/> Badge access points <input type="checkbox"/> Parking options <input type="checkbox"/> Restrooms <input type="checkbox"/> Supplies <input type="checkbox"/> Breakroom/Kitchen <input type="checkbox"/> Alarm systems (as applicable) <input type="checkbox"/> Emergency & Evacuation procedures <input type="checkbox"/> Shared space with Agency Partners (as applicable)
Workplace Safety	
	Review the OED Emergency Guide and discuss any questions you have with your manager
	Explore the Building Closure Information and Alert Signup options and sign up for FlashAlert for your region if desired. Optional - though <u>highly recommended</u> .
	Discuss Temporary Interruption of Employment (TIE) Guide scenarios with your manager and what the notification or call out requirements are expected of you
Remote Work	
If you will be working remotely, even just intermitently or one or two set days a week, there are important processes to go through to meet statewide compliance and your working and safety needs.	
	Complete Working Remotely tasks in Workday > Instructions
	Discuss furniture (e.g., chair, sit-stand desk, etc.) and equipment needs (e.g., ergonomic keyboard, mouse, etc.) with your manager
	Discuss your OED work location (the office you are assigned to when working remotely) and what to do if you need to visit or work from that office (power outage or internet interruption at home, heat index at remote worksite exceeds safe conditions, etc.)
	Discuss expectations for attending on-site meetings and training and the applicable policies and procedures for travel and milage reimbursement
Notes:	

First Day & Week

EMPLOYEE ONBOARDING CHECKLIST


After your first week, the tasks in the checklist become more general as much of the onboarding activity is focused on getting you up-to-speed on your specific job functions and cultivating your inclusion into the agency. Your manager and NEWP Colleague have their own checklists with similar tasks to assist you. Feel free to compare your lists to make sure you cover all the bases.







Meetings	
	Meet with your manager by the end of your first week and continue to meet on an agreed on scheduled basis.
	Check-in regularly with your NEWP Colleague and coworkers. Along with your manager, your coworkers and leads in your unit will help you to learn and understand the various explicit and implicit office expectations.
	Spend 30 Minutes with a union representative (if you are a represented employee) – If you attend NEVO, this meeting is included in the agenda.
Training	
	Week 2: Complete NEWP Assignment 3: OED & You
	Week 3: Complete NEWP Assignment 4: Wellness and Safety
	Week 4: Complete NEWP Assignment 5: Equity and Inclusion
	Attend: New Employee Virtual Orientation (NEVO) within your first 30 days
	Attend: Uplift your Benefits within your first 30 days
	Position Specific Training – less formalized training, like shadowing a coworker, or reviewing job procedures; work with your manager, NEWP Colleague, lead worker, and other coworkers to learn the functions of your job.
	Program Specific Training – if your position requires specific training in one of the program area cohorts, your manager or program area trainers will provide you with a training plan or communicate when/where/how you will complete trainings.
Administrative Tasks	
	PEBB Benefits – you have 30 days from your start date to enroll in the benefits plan that fits your needs through PEBB; however, if you would like your benefits to start the first of the month after your start date, you must enroll by the end of the month.
	Complete your time sheet daily and submit weekly, or as directed by your manager
Notes:	

First Month

EMPLOYEE ONBOARDING CHECKLIST

THINGS TO DISCOVER DURING DOWN TIME OR AS DIRECTED BY YOUR MANAGER

Use the links , where provided, for: templates, forms, and more.

	<p>Set-up Your Password Safe - you will be accessing multiple systems and applications in your work as an Employment Department Employee. Each of these systems require you to create a password with varying criteria; and, each of these passwords will at some point expire and need to be reset. A safe way to keep track of your all passwords is to use the Password Safe application that is loaded onto all OED computers.</p>	
	<p>Explore The Commons – you will receive a short tour of the agency’s intranet, The Commons, during NEVO; but there is much more than we can show in one sitting. It takes a bit to get used to and some areas have more information than others.</p>	
	<p>Explore your section’s shared drives – each section has its own shared drive on our network. Ask your NEWP Colleague to give you an overview and then explore on your own. Be sure to ask about unit specific protocols and agreements for saving documents to the shared drive.</p>	
	<p>Explore MS365 Hub – Find all the online Office Apps, training and more on the MS365 Hub, ask your manager or a colleague to help you explore.</p>	
	<p>Explore Workday – The new hire tasks you completed as part of your first day and week are just the tip of the iceberg of actions and functionality that Workday offers.</p>	
	<p>Complete the New Employee Information Quest – this informal document is a way to prompt you to find information in your own way; by asking a coworker, your manager or NEWP colleague; in your EDweb exploration, through PolicyStat, or our agency website. Finding the answers to the quest will lead you to learning even more about your position, and our agency.</p>	
	<p>Complete the Workstyle Assessment and discuss the results with your manager at one of your one-on-one meetings.</p>	

DISCOVERY

MORE NOTES

Use this page to capture your thoughts as you go through your onboarding and from recap reflections.

MY CONTACT LIST

Fill in contacts for your area

Attendance Line:

Provide your full name, location, and why out (you do not need to give medical specifics)

phone:

email:

My Manager:

Title:

Phone:

Notes:

eMail:

Other important contacts:

Enter additional contacts as you meet them -include a note reminding yourself something about them

Title:

Phone:

Notes:

Name:

eMail:

Title:

Phone:

Notes:

Name:

eMail:

Title:

Phone:

Notes:

Name:

eMail:

Title:

Phone:

Notes:

Name:

eMail:

EMPLOYEE SERVICES CONTACTS

Submit a [Help Case](#) in Workday to Human Resources – General, Learning Support, or Payroll Support

Employee Services Business Partner Assignments

Shawn Noren, Employee Services Deputy Director –
Shawn.NOREN@employ.oregon.gov

Kristin Weiss, Employee Services Business Partner – Modernization Office of Administrative Hearings, Administrative Business Services, Communications, Paid Leave Oregon (all sections except Customer Care/Claims)
Kristin.E.WEISS-GUERNSEY@employ.oregon.gov
503-798-6968

Cindy Estrada, Employee Services Business Partner – UI Claims, UI Operations, WSO (Portland Metro, Clackamas, Northwest, Mid Valley)
Cindy.M.Estrada@employ.oregon.gov
503-302-0894

Renee Wakeen, Employee Services Business Partner – Research, Contributions & Recovery, UI Adjudication, Information Technology, Project Management
Renee.M.Wakeen@employ.oregon.gov
503-428-1533

Tori Marang, Employee Services Business Partner – Trade Act, Workforce Operations, Benefit Payment Control, Data Analytics & Equitable Access, WSO (Lane, Central, Eastern, South, & South Coast)
Tori.S.Marang@employ.oregon.gov
503- 798-6892


Deni Tebeau, Employee Services Business Partner – Equity & Inclusion Office, Strategy Office, Employment Appeals Board, Benefits Services & SPC, Paid Leave Oregon (Customer Care/Claims)
Deni.R.TEBEAU@employ.oregon.gov
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Organization and Talent Development:

Claire Arend, Talent Development Partner
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Chris Pak, Talent Development Partner
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SYSTEMS ~ PASSWORDS ~ HELP

 Use the Password Safe application to keep track of your passwords as you set them
DO NOT write passwords down or save them in an unsecure file document.

	Description	Password Criteria	Where to get help	Recommended Browsers
NETWORK	Your Network user name and password is sometimes called your domain credentials. You will use your Network User Name and Password to sign onto your computer, which will also give you access to your personal H or G Drive and a shared S drive for your unit.	14 Characters MUST CONTAIN: Upper case and Lower case letters. At least one number and at least one symbol. Acceptable symbols are ~!@#\$%^&* _ - +=` \(){} []:;'"<>./	To re-set your network password contact Help Desk, your supervisor may need to submit a FootPrints Service Request. Helpdesk.OED_HELPDESK@oregon.gov OR, enroll in ADSelfService, a tool that when set up employees can use a self-service password re-set option. Instructions for ADSelfService are in the Help Desk section of EDweb or click here	The NETWORK does not require an internet browser.
MS Office 365	Your Network Password is also the password for MS Office, including Outlook and Teams, which will automatically log you in when opened.	Same as above	Same as above	Edge and Chrome are best for Office online
CESN	Your CESN, also known as HE account is used to log-into EDweb - the agency intranet and gateway to many other systems.	8 Characters. MUST CONTAIN: at least 1 letter and 1 number Only alphabetic, numeric characters, or #, @, \$.	To re-set your CESN email Help Desk with "PASSWORD RESET" in the subject, and provide your CESN login ID, you must send the request form your OED email. Helpdesk.OED_HELPDESK@oregon.gov	EDweb works in any browser
Workday	Workday is the Agency's Human Resource Information System – AND A LOT MORE! You will access Workday to perform most tasks related to your employment; including, your personal profile, time keeping and requesting absences, goal setting, learning, and more.	10 Characters MUST CONTAIN: Upper case and Lower case letters. At least one number and at least one symbol.	Workday has a Forgot Password link on the log-in page if you forgot your password and need to re-set. Contact Employee Services if you have questions about Workday: EmployeeServices@employ.oregon.gov	Workday prefers Chrome

RECOMMENDED FAVORITES

**Below are websites and online documents that you may find useful.
We recommend bookmarking these in your browser to easily find them when you need them.**

<u>OED Payroll Calendar</u>	This calendar shows paydays and payroll cutoffs
<u>Employee Toolkit</u>	Resource for all employees
<u>MS365 Hub</u>	Access MS365 Apps online, plus tutorials, quick reference guides and enterprise news
<u>NEWP – Required Learning Campaign</u>	List of NEWP required training with course descriptions and estimated duration
<u>Oregon PERS</u>	Public Employees Retirement System
<u>Our Agency</u>	Learn about our mission vision values and more; includes worksheets.
<u>PEBB New Hire Webpage</u>	New Hire page for Public Employees Benefits Board (PEBB)
<u>Workday Login</u>	Log-in page for Workday
<u>IT Knowledge Base</u>	How-to guides for many IT related tasks and issues
<u>The Commons</u>	Agency intranet home page
<u>Workday Help Case</u>	Knowledge Article for how to submit a Help Case in Workday