

SET UP FOR SUCCESS





Welcome New Employee!

I am delighted to welcome you to Salt Lake County. Our organization is unique in that our efforts, through the wide diversity of services, have touched each and every person in Salt Lake County. I hope you will find your new job in challenging, meaningful and rewarding.

Your work here will play an integral part in building the Future We Choose, which is a healthy community, built on healthy places, healthy people, expanded opportunities and responsive government.

Our greatest asset is our workforce. We strive to promote and support employee growth and achievement, and I anticipate your success. Together, we can continue to build a brighter future and advance the quality of our already outstanding services to new levels of excellence.

Best of luck at your new post and welcome to the team.

Sincerely,



**SET UP FOR
SUCCESS**

INTRODUCTION page 4

Welcome New Employee

SECTION 1 page 5

Preparing for New Employee's Arrival / Before First Day of Work

SECTION 2 page 6-7

Welcoming Your New Employee / Their First Day on the Job

SECTION 3 page 8

The First Week / Getting off to a Good Start

SECTION 4 page 8

Third Week / Review Employee Progress

SECTION 5 page 9

Three Month Check In Probationary Review / Keeping on Track

SECTION 6 page 9

Complete Probationary Appraisal

Basic Information

Employee Name _____

Employee ID (EID) _____

Your Office Contact Information

Office Phone # _____

Temporary Voicemail Password _____

Cell Phone # _____

Long Distance Code _____

Office Fax Number _____

Interoffice Courier Address _____

Your Computer Information

Network Login _____

Temporary Computer Password _____

Email Address _____

Work Hours

Sunday _____ Monday _____

Tuesday _____ Wednesday _____

Thursday _____ Friday _____

Saturday _____

We are excited to have you on board. Please don't hesitate to contact me if you need anything.

Sincerely,

Your Supervisor _____

Dates to Remember

New Hire General Orientation _____

Benefits Orientation _____

Agency Orientation _____

Team Meetings _____

Division-wide Meetings _____

Helpful Phone Numbers

Supervisor Name _____

Supervisor Phone # _____

Back-up Supervisor Name _____

Backup Supervisor Phone # _____

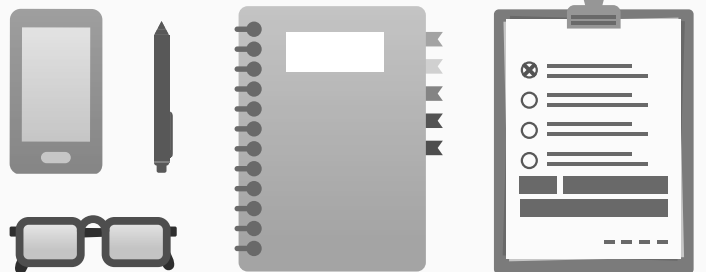
IS Service Desk # _____

Payroll Coordinator Name _____

Payroll Coordinator Phone # _____

HR Coordinator Name (if applicable) _____

HR Coordinator Phone # _____



Supervisor may not be responsible for every task listed here, but they are responsible to ensure all tasks are completed.

Preparations

- Prepare Packet to include the following:
 - Welcome Letter from Agency
 - Welcome Letter from Department Director
 - Welcome Letter from Mayor
- Confirm acceptance of the job offer
- Work with agency new hire authorizer to ensure IS onboarding process has been initiated
- Notify payroll coordinator of new employee name, start date and rate of pay
- Send confirmation of acceptance letter (instruct employee to visit HR prior to or on start date to complete e-Verification, and any other pre-start tasks)
- Email other staff to announce the new employee and their starting date
- Map out the employee's first day and schedule yourself to be available at the beginning and throughout the first day

Logistic Arrangements

- Space
- Furniture
- Name plate
- Supplies and Equipment
- Building and office access: keys, keypad, name badge, ID card

Miscellaneous

- Order business cards



- Add name to mail room slot
- Update and print phone list
- Prepare Employee Controlled Assets/Inventory for signature
- Update agency email distribution list
- Order uniforms (if applicable)

Computer and computing access

- Hardware
- Software
 - Agency-Specific _____
 - Position-Specific _____
- Networks and shared folders
- Distribution lists
- Online time reporting system
- Set up email account
- Any special access _____

Telecommunications:

- Telephone services, if necessary long distance code
- Contact I.S. to ensure that new employee's name appears on the telephone display
- Reset voicemail and get temporary password
- Mobile devices: cell phone and/or tablet

SET UP FOR
SUCCESS

Wages and Hours

- Hours of operation, work schedules, rest periods, workplace flexibility
- Timecard reporting, if necessary mileage reporting (proof of current auto insurance), to include project codes and combo codes if necessary
- Explain the following:
 - Pay periods
 - Pay days
 - How to access your pay stub in PeopleSoft
 - How to sign up for direct deposit in PeopleSoft
 - How to access leave balances in PeopleSoft
 - Agency policy regarding overtime and/or comp time
 - Process for reporting an absence (sickness or lateness)

General

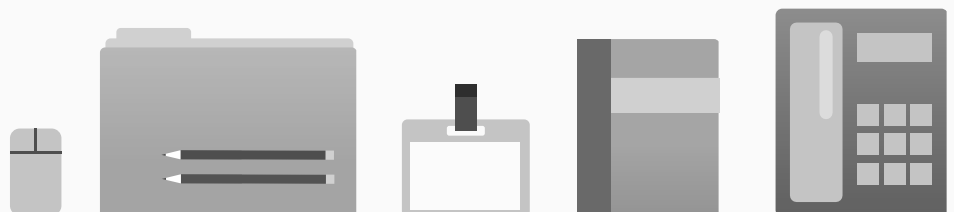
- Provide the employee with an office tour and make agency and department introductions
- Acquaint your new employee with your agency and Salt Lake County
- Schedule of staff meetings or other standing activities
- Agency's website, intranet, and e-Connect
- Transit Passes & Van Pools
- Dress Code Standards/Uniform
- Government Center Amenities (and tour if applicable)
 - Cafeteria location & hours _____
 - Caring for Kids - Day Care
 - Credit Union
 - Health Clinic
 - Employee Fitness Center

Nearby Services

- Food _____
- Gas _____
- Parks _____
- Public Transit _____
- Day Care _____
- Other _____

Work Environment

- Assigned work area
- Restrooms
- Break room & cleanup, and office practices regarding use of break room
- Storage of resource materials, office supplies and order process
- Recycling Bins
- Office equipment
- Mail/Courier room - delivery and pickup, proper addressing
- Building access and security measures
- Issuance of keys (building, office, desk, files, vehicle) or access card
- Approved Parking Areas
- Review vehicle use practices (private and fleet)



Documents and Forms

(to be completed within the first two weeks of employment)

- Job Description – supervisor provides the most current copy to new employee
- Overtime Compensation Agreement, if applicable (to be filed with payroll coordinator)
- Conflict of Interest Form signed and returned to supervisor and forwarded to Department Head or Elected official
- Department and division organizational charts
- Organization mission & vision statements
- Agency-Specific Policies and SOPs
- Special note of County’s core values statement
- Show how to access county-wide policies and HR policies online
- Special note of Countywide Policy 1400-1: IT Security Acceptable Use
- Special note of HR Policy 3-300 Standards of Conduct
- Agency-Specific or Position-Specific Forms or Documents

Agency-Specific or Position-Specific Forms or Documents

Agency-Specific or Position-Specific Forms or Documents

Required Training

(to be completed within two to four weeks of employment)

- Employee was provided ample time to review County-wide and HR policies
- Benefits Orientation
- New Employee Orientation
- Sexual Harassment Prevention & Ethics Training
- Sexual Harassment Prevention Training (for Supervisors)
- Defensive Driving Training (required for anyone driving a county vehicle or for recipients of mileage reimbursement – proof of current auto insurance must be provided for the employee file)
- Assign an office “buddy” to help train and guide the new employee

Agency-Specific or Position-Specific Training or Orientation

Agency-Specific or Position-Specific Training or Orientation

Agency-Specific or Position-Specific Training or Orientation



Performance Management

- Discuss:
 - Probationary Period
 - Organizational Goals
 - Performance Appraisal Process
 - Key customers and partners
- Schedule:
 - Individual Goal-Setting Meeting
 - 3-month Probationary Period Review
 - 5-6 month Probationary Period Reviews

Safety Plans

- Disaster Plans: evacuation and lockdown procedures, employee kits
- Reporting a work-related injury or illness
- Review workplace safety policies
- Review Calling Tree Exercise
- Office Safety Coordinator _____

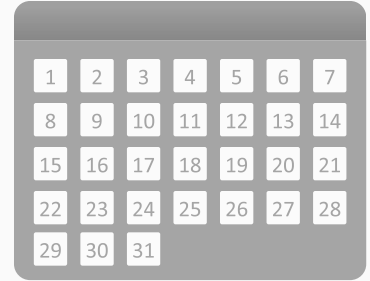
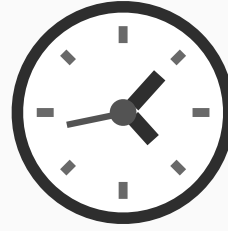
SECTION 4: THIRD WEEK / LIST DATES COMPLETED BELOW

Required Training Date Completed

- Benefits Orientation _____
- New Employee Orientation _____
- Sexual Harassment Prevention & Ethics Training _____
- Sexual Harassment Prevention & Ethics Training for Supervisors _____
- Defensive Driving Training (anyone driving a county vehicle or for recipients of mileage reimbursement) _____
- Proof of current auto insurance was placed in employee file _____
- Agency-Specific or Job-Specific Training (please specify) _____
- Agency-Specific or Job-Specific Training (please specify) _____
- Agency-Specific or Job-Specific Training (please specify) _____



- Review Employee Performance Plan and status
- Goal Setting
- Assist employee with training or other needs
- Discuss any areas of concern



Comments: _____

SECTION 6: COMPLETE PROBATIONARY APPRAISAL

- Probationary Appraisal Completed. (Per [HR Policy 6-100](#), if a probationary appraisal is not processed within six months of employment, employee will automatically receive merit status.)
- Turned signed checklist into payroll coordinator to be filed with agency

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have been directed to read and understand HR policies. I understand that it is my responsibility to read and comply with all policies and any revisions made to them and that I should consult my supervisor regarding any questions not answered in my review of the policies.

Since the information, policies, and benefits are necessarily subject to change, I acknowledge that revisions may occur. All such changes will be communicated, and I understand that revised information will supersede, modify, or eliminate existing policies.

Employee Name (print)

Date

Employee Signature

Supervisor Name (print)

Date

Supervisor Signature

