The purpose of the Welcome Packet Checklist is to identify and provide resources that may be helpful on the employee’s first day. You may choose to send some of these items in advance or have them waiting at the new employee’s workstation.

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| --- | --- |
| Include | Relevant Resources |
|[ ]  Welcome Letter  |
|[ ]  Copy of Duty Statement |
|[ ]  Mission, Vision, & Core Values |
|[ ]  Program Organizational Charts |
|[ ]  Program Description |
|[ ]  Program Strategic Plan |
|[ ]  List of Program Acronyms |
|[ ]  Emergency Procedures (including evacuation and business continuity plan) |
|[ ]  Disaster Service Worker Expectations (Government Code § 3100-3109)  |
|[ ]  Standard Operating Procedures and Policies (Attendance, Reporting, Office Etiquette, Professional Standards, etc.) |
|[ ]  Instructions for Relevant Systems/Databases |
|[ ]  List of Mandated Training, Training Policy & Any Other Relevant Training |
|[ ]  Key Contacts List |
|[ ]  Relevant Programmatic Plans |
|[ ]  Department & Building Map |
|[ ]  Local Area & Establishments Map |
|[ ]  Parking/Transportation Information |
|[ ]  Telephone Procedures/Messaging |
|[ ]  E-Mail Signature(s) Examples |
|[ ]  How to Request IT Assistance |
|[ ]  Hiring Paperwork |
|[ ]  Benefits Information |
|[ ]  Relevant Intranet, Internet, & Team Collaboration Sites |
|[ ]  Department Style Guide |