Onboarding Checklist

New Employee Name: _____

Hire Date _____ Date Checklist Started _____

Supervisor Name: _____

Supervisor Signature: _____

Date Checklist Completed: _____

Purpose: This checklist is used to guide new employees through the in-person portion of the New Employee Orientation. Items on this list may be completed by the hiring manager or other staff on site as designated by the hiring manager.

Instructions: During Onboarding, the supervisor should check each item as it is presented to the employee. Once the Checklist is completed, both the Supervisor and Employee should sign and date the bottom of the form to verify all checked items have been discussed to their satisfaction. This checklist should be completed during the first 10 days.

CCC Essentials & Central Navigation

Unit/Center
- ☐ Unit/Center Goals & Priorities
- ☐ HQ/Center Map

Calendars
- ☐ SharePoint (Training & Events)
- ☐ State Holidays/Pay Schedule

Transportation and Commuting
- ☐ Transit Info
- ☐ Parking Info

Communication Tools
- ☐ Phone Instructions & Directory
- ☐ Outlook Access
- ☐ Microsoft Teams Access

Health & Safety
- ☐ Computer Workstation Ergonomics

Technology Services & Quick Links
- ☐ Equipment Check Out
- ☐ SharePoint

Computer Navigation

- ☐ Submit time-off request
- ☐ Create a meeting notice and book rooms
- ☐ Complete a timesheet
- ☐ Printer Access
- ☐ SharePoint and shared drive(s)
- ☐ CCC Training Portal & NEO
- ☐ Submitting Help Desk tickets
- ☐ Multi-Factor Authentication

Knowledge of

- ☐ Personnel Specialist & HR Liaison
- ☐ Op Manual Chapter(s) _____
- ☐ Badge carrying procedures
- ☐ Job-Specific Duties

Location Tour

- ☐ Locate first aid and fire exits
- ☐ Restroom Locations
- ☐ Locate office supplies
- ☐ Use and scan with core printers
- ☐ Use trash, recycling, and food waste
- ☐ Break Room Locations
- ☐ Coffee/Water Station Information
- ☐ Locate and use the lights