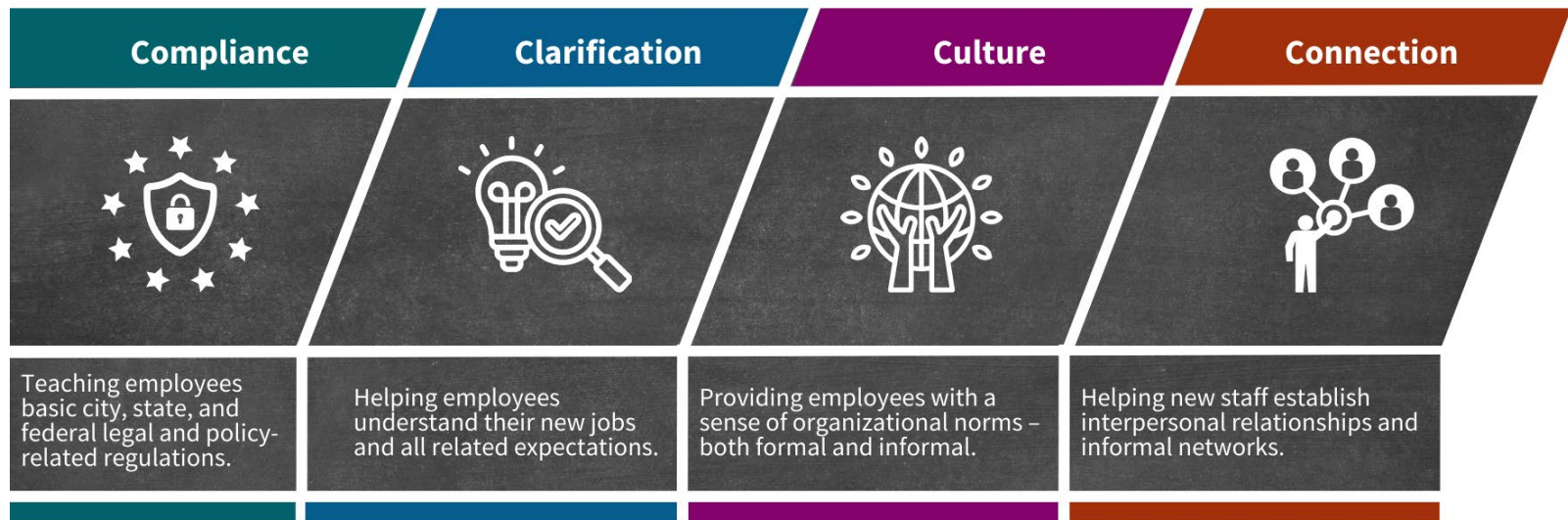


New Employee Onboarding Guide



Content Guide:

In the following pages, you'll find tasks for you and your new employee to work through in their first year of employment with TeamCity. Please refer to the [Onboarding Task List](#) for action steps for each task introduced in this document.







Resources

- [Onboarding Program: Four Cs Model](#)
- [Modified from SHRM Foundation's Effective Practice Guidelines Series - Onboarding New Employees: Maximizing Success](#)





Day One Tasks

Welcome To #TeamCity

	Purpose	Tasks
 <p>Compliance</p> <p>What rules & regulations do I need to be aware of and follow?</p>	<p><i>Teaching employees basic city, state, and federal legal and policy-related regulations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Required training: HR benefits/new hire orientation session and forms <input type="checkbox"/> Technology supplies and equipment
 <p>Clarification</p> <p>What is expected of me?</p>	<p><i>Helping employees understand their new jobs and all related expectations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Onboarding 2-week schedule reviewed <input type="checkbox"/> Review job schedule and duties: Ask staff how they best learn. <input type="checkbox"/> Technology information <input type="checkbox"/> Review individual expectations <input type="checkbox"/> Confirm workspace is conducive to productive work and connect new hire with Occupational Accommodations Specialist if needed
 <p>Culture</p> <p>What do we believe in at #TeamCity?</p>	<p><i>Providing employees with a sense of organizational norms – both formal and informal.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review City, Department, and team expectations
 <p>Connection</p> <p>Who are my partners?</p>	<p><i>Helping new staff establish interpersonal relationships and informal networks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet and welcome new hire at beginning of day and check in at end of day <input type="checkbox"/> New Hire introductions to colleagues and team. Review team and department structure





Week One Tasks

#TeamCity Take Off

	Purpose	Tasks
 <p>Compliance</p> <p>What rules & regulations do I need to be aware of and follow?</p>	<p><i>Teaching employees basic city, state, and federal legal and policy-related regulations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete initial employment forms by day two <input type="checkbox"/> Review employee handbook <input type="checkbox"/> Required training/ L & D continues: What training, development, or learning does the employee need by the end of Week 1, and how will it be provided?
 <p>Clarification</p> <p>What is expected of me?</p>	<p><i>Helping employees understand their new jobs and all related expectations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review Position Description / duties, schedule, outline of duties, and expectations, probation process <input type="checkbox"/> Share department expectations <input type="checkbox"/> Technology, supplies and equipment- Confirm ability to access needed technology tools, supplies, and equipment <input type="checkbox"/> Review Webpages and Department Page <input type="checkbox"/> Discuss level of responsibility – individual, team, and organizational <input type="checkbox"/> Expectations of remote work
 <p>Culture</p> <p>What do we believe in at #TeamCity?</p>	<p><i>Providing employees with a sense of organizational norms – both formal and informal.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss remote work and review Telework Toolkit if applicable <input type="checkbox"/> Describe working together (projects, process, communication) <input type="checkbox"/> Discuss team culture / agreements <input type="checkbox"/> Talk about FAQs of team <input type="checkbox"/> Discuss M/V/V and norms of organization/team
 <p>Connection</p> <p>Who are my partners?</p>	<p><i>Helping new staff establish interpersonal relationships and informal networks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Lunch with team or welcome gathering <input type="checkbox"/> Daily touch bases with employee <input type="checkbox"/> Meet Onboarding Support Person <input type="checkbox"/> Schedule and discuss Meet & Greets unit/department/team <ul style="list-style-type: none"> ➤ 1:1s or virtual time with groups to get to know team-mates, explain roles and how staff work together





Month One Tasks

Inclusion & Connection

	Purpose	Tasks
 <p>Compliance</p> <p>What rules & regulations do I need to be aware of and follow?</p>	<p><i>Teaching employees basic city, state, and federal legal and policy-related regulations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete benefits enrollment information <input type="checkbox"/> Review necessary APMs <input type="checkbox"/> New Hire Required training continues: APM 3-5, professional development goals discussion <input type="checkbox"/> Review Policies & Procedures <ul style="list-style-type: none"> <input type="checkbox"/> Department – relevant to role <input type="checkbox"/> Cross Department – relevant to role <input type="checkbox"/> Payroll information
 <p>Clarification</p> <p>What is expected of me?</p>	<p><i>Helping employees understand their new jobs and all related expectations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss goals and individual development <input type="checkbox"/> Review Organizational Development offerings <input type="checkbox"/> Identify job shadow / training <input type="checkbox"/> Communication dissemination in department (meeting agenda items) <input type="checkbox"/> Autonomy / decision making <input type="checkbox"/> Organizational hierarchy <input type="checkbox"/> Ensure that technology, supplies, and equipment are fully functioning and access is consistent
 <p>Culture</p> <p>What do we believe in at #TeamCity?</p>	<p><i>Providing employees with a sense of organizational norms – both formal and informal.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Conversations around Affinity Group participation and other committees <ul style="list-style-type: none"> ➤ Provide information about the existing Affinity Groups and their purpose(s) and support staff participation. <input type="checkbox"/> Values to Action Learner Activity <ul style="list-style-type: none"> <input type="checkbox"/> Guide for staff and supervisor to discuss the City of Madison’s values and how they connect to staff as an individual contributor to the organization.
 <p>Connection</p> <p>Who are my partners?</p>	<p><i>Helping new staff establish interpersonal relationships and informal networks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet & Greets – continue <input type="checkbox"/> Check in between supervisor and employee. Schedule one-on-ones <input type="checkbox"/> Check-ins with Onboarding Support Person continue





Months Two – Six Tasks

Learning & Growing

	Purpose	Tasks
 <p>Compliance</p> <p>What rules & regulations do I need to be aware of and follow?</p>	<p><i>Teaching employees basic city, state, and federal legal and policy-related regulations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Required training continues: What additional training, development, learning does the employee NEED in order to become independent in the position? What additional training and development would provide growth opportunities for the employee?
 <p>Clarification</p> <p>What is expected of me?</p>	<p><i>Helping employees understand their new jobs and all related expectations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Development of individual workplan <input type="checkbox"/> 3-month Onboarding report and check-in <input type="checkbox"/> 6-month onboarding report and check-in <input type="checkbox"/> Ensure that technology, supplies, and equipment are fully functioning and access is consistent
 <p>Culture</p> <p>What do we believe in at #TeamCity?</p>	<p><i>Providing employees with a sense of organizational norms – both formal and informal.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> 2-6 months: Continue Values to Action Learner Activity
 <p>Connection</p> <p>Who are my partners?</p>	<p><i>Helping new staff establish interpersonal relationships and informal networks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Meet & Greets – continue <input type="checkbox"/> 2-6 months: Frequent informal check ins between supervisor or lead worker and employee. <ul style="list-style-type: none"> ➤ <i>This is an opportunity for staff and supervisor to give/receive feedback, ask questions, provide support and set up staff for success. Current HR-OD Toolkit items include 1:1 Template, Giving and Receiving Effective Feedback, Interpersonal Communication. Staff and supervisor discuss together what frequency will best meet their needs. Recommended minimum monthly, ideally every 1- 2 weeks.</i> <input type="checkbox"/> Check-ins with Onboarding Support Person continue

Month Seven – One Year Tasks

Innovate & Thrive

	Purpose	Tasks
 <p>Compliance</p> <p>What rules & regulations do I need to be aware of and follow?</p>	<p><i>Teaching employees basic city, state, and federal legal and policy-related regulations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Required training continues <input type="checkbox"/> Other: Trainings outside of Team City – seminars, conferences, webinars pertinent to role or growth and development
 <p>Clarification</p> <p>What is expected of me?</p>	<p><i>Helping employees understand their new jobs and all related expectations.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> 9- and 12-month onboarding report <input type="checkbox"/> 12 Month: Employee Check-in process
 <p>Culture</p> <p>What do we believe in at #TeamCity?</p>	<p><i>Providing employees with a sense of organizational norms – both formal and informal.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> 7-12 months: Continue Values to Action Learner Activity
 <p>Connection</p> <p>Who are my partners?</p>	<p><i>Helping new staff establish interpersonal relationships and informal networks.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continued frequent informal check ins between supervisor or lead worker. Staff discuss with supervisor to identify the frequency which will best meet their needs and their workload. <input type="checkbox"/> One Year: Schedule a skip level discussion. <ul style="list-style-type: none"> ➤ <i>This is a transparent sharing opportunity with next level leaders for new staff be in space with positional leaders.</i>

Need assistance with your New Employee Onboarding?

Contact Human Resources at HR@cityofmadison.com or speak with your HR Analyst for assistance.