

# New Employee Onboarding Links

Access the resources by visiting the [Employee Onboarding webpage](#) or clicking the resource screenshot below.

Need assistance with your New Employee Onboarding? Contact Human Resources at [HR@cityofmadison.com](mailto:HR@cityofmadison.com) or speak with your HR Analyst for assistance.



## Pre-boarding Guide

**1**

### New Employee Pre-Boarding Guide

**Content Guide:**  
In the following pages, you'll find tasks for you to work through **before** the new employee's start date with TeamCity to ensure your staff is set up for success on day one.

Please refer to the **Onboarding Task List** for action steps for each task introduced in this document.

**Resources:**

- Onboarding Program, Four Co Model
- Multi-Step Onboarding, Creating an Exceptional Onboarding Journey for New Employees

## 2-Week Schedule

**2**

**WEEK 1 SCHEDULE:** This is a template which hiring manager can change to meet staff needs.

Schedule Start Date	Start/End	Head Start Date	Assign your supervisor or other meeting times		
MON	TUES	WED	THURS	FRI	TIME
Month, Day, Year	Month, Day, Year	Month, Day, Year	Month, Day, Year	Month, Day, Year	Month, Day, Year

**WEEK 2 SCHEDULE:**

Schedule Start Date	Start/End	Head Start Date	Assign your supervisor or other meeting times		
MON	TUES	WED	THURS	FRI	TIME
Month, Day, Year	Month, Day, Year	Month, Day, Year	Month, Day, Year	Month, Day, Year	Month, Day, Year

**Details:**  
Schedule out the first two-weeks for your new employees.

## Onboarding Support Person Guidelines

**3**

### Onboarding Support Person Guidelines

**Purpose of an Onboarding Support Person:**

- To assist in helping the new employee feel welcomed and connected during their first week and throughout their first 3 or more months on the job.
- To help the new employee adjust to the culture and their new work environment.

**Supervisor Responsibilities:**

- Select a positive role model.
- Ensure that participation in the program is strictly voluntary.
- Ensure that the onboarding support staff will have time to be accessible to the new employee.
- Check in with the staff and new employee regularly to assure if the Onboarding Support Person role is helpful.

**Role of the Onboarding Support Person:**

- Introduce yourself and welcome the new employee during their first week of work.
- Introduce the new employee to others.
- Give the new employee an opportunity to connect with you and their peers.
- Plan to follow up with the new employee on a weekly or bi-weekly basis for the first 3 months as able. 30-60 minutes in duration is recommended.
- Show the new employee resources in the workplace.
- Answer the new employee's general or routine questions and refer them to pertinent resources.
- Refer the new employee to their supervisor/manager for job-specific questions.
- Discuss/align with Team City culture.
- Always remain professional.
- Respect confidentiality.

**An Onboarding Support Person Does Not:**

- Replace the supervisor/manager's role or take on any supervisory or lead duties.
- Act as the "go to" person for assignments, business decisions, etc.
- Provide training and/or assess performance.
- Act as a career mentor or job coach.

**Time Commitment:**  
Weekly or bi-weekly as able for 30 minutes for first 90 days after one hour initial meeting during week one. If both individuals agree, it is recommended to continue this relationship throughout the new hire's first year of employment.

**Tips:**  
You do not have to be an expert or know everything to be an Onboarding Support Person. Just focus your attention on assisting the new employee with an open mind and good attitude and identifying resources as needed. Ask questions like "What do you need?" or "How can I help?"

**Sources:**

- [https://hr.madison.gov/human-resources](#)
- [https://www.cityofmadison.com/humanresources/roles-and-responsibilities/what-is-an-onboarding-support-person.aspx](#)

**Need assistance with your New Employee Onboarding?**  
Contact Human Resources at [HR@cityofmadison.com](mailto:HR@cityofmadison.com) or speak with your HR Analyst for assistance.

## Onboarding Guide

**4**

### 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 Co Model
- Multi-Step Onboarding, Creating an Exceptional Onboarding Journey for New Employees

**Details:**  
A general overview of tasks for you and your new employee to work through in their first year (and beyond) of employment.

## Onboarding Task List

**5**

### New Employee Onboarding Task List

Task	Task Description	Task Category	Task Status	Task Owner	Task Due Date
<b>Day One: Welcome to #TeamCity</b>	... (Detailed task descriptions for Day One) ...	...	...	...	...
<b>Week One: #TeamCity Take Off</b>	... (Detailed task descriptions for Week One) ...	...	...	...	...
<b>Month One: Inclusion and Connection</b>	... (Detailed task descriptions for Month One) ...	...	...	...	...
<b>Months Two - Six: Learning and Growing</b>	... (Detailed task descriptions for Months Two - Six) ...	...	...	...	...

**Details:**  
A list of all required tasks for you and your new employee to navigate their first day, week, month, and beyond at the City of Madison. Download and individualize this list to develop your new employee's onboarding plan. Assign & track all required tasks to assist in setting clear expectations and goals leading to a successful onboarding experience for your new employee.