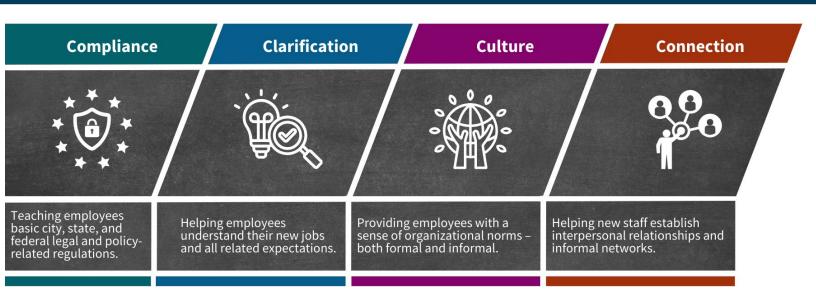
## New Employee Pre-Boarding Guide





## **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 Cs Model
- Modified from <u>SHRM Foundation's Effective Practice Guidelines Series Onboarding New Employees: Maximizing Success</u>

	Purpose	Tasks
Compliance What rules & regulations do I need to be aware of and follow?	Teaching employees basic city, state, and federal legal and policy-related regulations.	Schedule, Job Duties, and Expectations   Process your hire in NeoGov. Instructions are available in the QHC User Guide.   Prepare New Employee Onboarding 2-Week Schedule   Add regularly scheduled meetings (e.g. staff and department) to employee's calendar.   Assemble electronic New Employee Welcome Packet. See more under "Clarification".   Work Environment:   Order building and/or office area keys, business cards, and name plate   Add employee to relevant email lists, SharePoint sites, and shared drives   Update department website, SharePoint sites, and Municipal Government Resource Guide   If new staff has any accommodation and/or language access needs contact HR Accommodations Specialist for disability acommodation needs including ASL accommodation needs or the DCR Disability Rights and Services Specialist for language access services.   Technology, Supplies, Equipment: Order any technology equipment and software through IT Authorized Contact   Reguest access to appropriate common drives and programs from department IT contact.   Learning & Development:   Register new employee for New Employee Orientation with HR.   • Azoom meeting invitation will be emailed to the new employee's supervisor   • When possible, Human Resources will coordinate delivery of physical orientation materials to the new employee's work location   • Orientation materials are available in electronic format on the <u>City of Madison HR Benefits page</u> and via hyperlinks on the <u>Employee Orienta</u>

Assemble New Employee Welcome Packet. Send 5 business days before start.	
Required Items:	
Position Description	
Helping 🛛 Welcome Letter	
employees understand their	
Recommended Items:	
Clarification new jobs and all Department Organizational Chart	
What is expected expectations.	
of me? Department Contacts & Phone List (include or highlight IT Authorized Contacts,	Equity Team
Co-Leads, and Payroll Clerk)	
Building and/or Office Map	
Parking and Transportation Information	
• • • • • • • • • • • • • • • • • • •	
Providing Confirm start date, time, and other details.	
• employees with a Let them know you will be emailing a New Employee Welcome Packet and ask them to	reply to confirm
sense of they received it.	
<b>Culture</b> organizational norms - both Let them know they will have an onboarding support person, and ask if they'd like to be	e introduced via
formal and email before their first day.	
What do we believe informal. Request a short bio and picture. Ask permission to cc them with non-City email on New	Employee Intro
in at #TeamCity? Message to department/team.	
Belging new staff I Introduce new employee to your department or team via email. Include start date, employee's	role short hig
Helping new staff establish	
<i>interpersonal</i> Set up meetings with critical people for the employee's first few weeks, including Agency leade	rs team
<b>Connection</b> <i>relationships and</i> members, cross-functional collaborators, colleagues with similar positions in other agencies	, com
<i>informal</i> Arrange for a virtual or in-person coffee meet and greet for the employee's first week.	
Who are my networks. Choose and meet with the onboarding buddy and review expectations	
partners?	

## Need assistance with your New Employee Onboarding?

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