**Before The Employee’s Start Date**

Outcomes: *This is a welcoming work environment with informed colleagues and a fully-equipped work space; new employees feel “settled in” on their first day.*

**Socialization**

* Email department/team/functional area of the new hire. Include start date and employee’s role.
* Set up meetings with critical people for the employee’s first few weeks.
* Select a buddy – someone who partners with a new employee during their first **60 days** of employment.
* Arrange for lunch with the appropriate person(s) or buddy for the first day and for first week.
* Meet with the designated buddy and provide suggestions and tips.
* Arrange for a department tour.

**Work Environment**

* Clean the work area and set up cube/office space with supplies.
* Order office or work area keys, if applicable.
* Order business cards and name plate, if applicable.
* Arrange for parking, if needed.

**Technology Access and Related**

* Order technology equipment (computer, printer, iPad) and software.
* Contact IT to have the system set up in advance.
* Arrange for access to common drives, and coordinate SAP roles authorizations.
* Arrange for phone installation.

**Training/Development**

* Coordinate with Metro HR to arrange for training:
	+ New Hire Orientation
	+ Diversity and Inclusion
	+ Preventing Sexual Harassment
	+ Drug Free Workplace Policy
	+ Defensive Driving Course – 6 Hour
* Arrange pertinent Department trainings required for the job.

Date Completed:\_\_\_\_\_\_ Supervisor Initials:\_\_\_\_\_\_\_ HR Manager Initials:\_\_\_\_\_

**First Day**

Outcomes: *The employee feels welcomed and prepared to start working; begins to understand the position and performance expectations.*

**Schedule, Job Duties, and Expectations**

* Clarify the first week’s schedule and confirm mandatory training.
* Provide an overview of the functional area – its purpose, organizational structure, and goals.
* Review job description, outline of duties, and expectations.
* Describe how employee’s job fits in the department, and how the job and department contribute to Metro.
* Review hours of work. Explain policies and procedures for overtime, use of vacation and sick time, holidays, etc. Explain any flexible work policies or procedures.

**Socialization**

* Be available to greet the employee on the first day.
* Introduce employee to others in the workplace.
* Introduce employee to their buddy.
* Take employee out to lunch, including designated buddy and other team members, as appropriate.

**Work Environment**

* Discuss available parking options.
* Provide department or building-specific safety and emergency information.
* Explain how to get additional supplies.

**Technology Access and Related**

* Provide information and assist in setting up voicemail and computer.

Date Completed:\_\_\_\_\_\_ Supervisor Initials:\_\_\_\_\_\_\_ HR Manager Initials:\_\_\_\_\_

**First Week**

Outcomes: *New employee builds knowledge of internal processes and performance expectations; feels settled into the new work environment.*

**Schedule, Job Duties, and Expectations**

* Give employee their initial assignment. (Make it something small and doable.)
* Debrief with employee after they attend initial meetings, attend training, and begin work on initial assignment. Also touch base quickly each day.
* Provide additional contextual information about the department and organization, in order to increase understanding of Metro’s overall purpose, value, goals, and initiatives.
* Review the process related to the probationary period.

**Socialization**

* Arrange for a personal welcome from the Appointing Authority/Department Head.

**Technology Access and Related**

* Ensure employee has fully functioning computer and systems access and understands how to use them.

Date Completed:\_\_\_\_\_\_ Supervisor Initials:\_\_\_\_\_\_\_ HR Manager Initials:\_\_\_\_\_

**First Month**

Outcomes: *Employee is cognizant of their performance relative to the position and expectations; continues to develop, learn about the organization, and build relationships.*

**Schedule, Job Duties, and Expectations**

* Schedule and conduct regularly occurring one-on-one meetings, if applicable.
* Continue to provide timely, on-going, meaningful “everyday feedback.”
* Elicit feedback from the employee and be available to answer questions.
* Explain the annual performance review and goal-setting process.
* Explain the performance management process and compensation system.
* Discuss performance and professional development goals. Give employee an additional assignment.

**Socialization**

* Continue introducing employee to key people and take employee to relevant events.
* Meet with employee and buddy to review first weeks and answer questions.

**Training and Development**

* Ensure employee has attended Human Resources New Employee Orientation.
* Ensure employee is signed up for necessary required training(s).

Date Completed:\_\_\_\_\_\_ Supervisor Initials:\_\_\_\_\_\_\_ HR Manager Initials:\_\_\_\_\_

**First Three Months**

Outcomes: *Employee is becoming fully aware of their role and responsibilities, beginning to work independently and produce meaningful work. Employee continues to feel acclimated to the environment, both functionally and socially.*

**Schedule, Job Duties, and Expectations**

* Continue having regularly occurring one-on-one meetings.
* Meet for informal three-month performance check-in.
* Continue giving employee assignments that are challenging yet doable.
* Create written performance goals and professional development goals.

**Socialization**

* Have employee “shadow” you at meetings to get exposure to others and learn more about the department and organization.
* Have a check-in with the employee and buddy.
* Take employee out to lunch and have informal conversation about how things are going.
* Meet with employee and buddy at the end of their structured buddy-relationship. Discuss how things went and what else would be helpful for the employee.

Date Completed:\_\_\_\_\_\_ Supervisor Initials:\_\_\_\_\_\_\_ HR Manager Initials:\_\_\_\_\_

**First Six Months**

Outcomes: *Employee has gained momentum in producing deliverables, has begun to take the lead on some initiatives, and has built some relationships with peers as go-to partners. Employee feels confident and is engaged in new role while continuing to learn.*

**Schedule, Job Duties, and Expectations**

* Conduct six-month performance review.
* Review progress on performance goals and professional development goals.

Date Completed: \_\_\_\_\_\_ Supervisor Initials: \_\_\_\_\_\_\_ HR Manager Initials: \_\_\_\_\_

**First Year (Between 6-12 Months)**

Outcomes: *Employee is fully engaged in new role – applies skills and knowledge, makes sound decisions, contributes to team goals, understands how their assignments affect others in the organization, and develops effective working relationships. Employee has a strong understanding of Metro’s mission and culture. Employee continues to be engaged in their role and has gained greater confidence in position; begins to take on additional assignments and works with some level of autonomy.*

**Schedule, Job Duties, and Expectations**

* Celebrate successes and recognition of employee’s contributions.
* Continue providing regular informal feedback; provide formal feedback during the annual review process.
* Have a conversation with employee about their experience to date:
	+ Extent to which employee’s expectations of role aligns with reality.
	+ Extent employee’s skills and knowledge are being utilized and ways to better utilize them; what’s working, what they need more of, etc.
	+ Begin discussing the year ahead.

**Socialization**

* Solicit employee’s feedback and suggestions on ways to improve the onboarding experience. Do this one-on-one or with a small group of new employees.

**Training and Development**

* Discuss employee’s professional development goals and identify relevant learning opportunities.

Date Completed:\_\_\_\_\_\_ Supervisor Initials:\_\_\_\_\_\_\_ HR Manager Initials:\_\_\_\_\_