



The City of Idaho Falls

1st Day - New Team Member Checklist (regular employees)

EMPLOYEE INFORMATION	
Name:	Start date:
Position:	Manager:
BEFORE FIRST DAY	
<input type="checkbox"/> Contact Kelly Call x248 to arrange for employee's CIF orientation day/time. <input type="checkbox"/> Send email/announce at staff meeting the new employee's acceptance and start date. <input type="checkbox"/> Prepare the employee's work space, equipment/tools, etc.	
FIRST DAY: INTRODUCTIONS	
<input type="checkbox"/> Meet Supervisor, Division Director and/or Direct Reports. <input type="checkbox"/> Introduce new team member to Department staff and key personnel.	
FIRST DAY: DEPARTMENT/POSITION INFORMATION	
<input type="checkbox"/> Review initial job assignments and training plans. <input type="checkbox"/> Review job description and performance expectations and standards. <input type="checkbox"/> Review job schedule and hours. <input type="checkbox"/> Review Department policies and procedures.	
FIRST DAY: TOURS	
<input type="checkbox"/> Tour of facilities, including:	<ul style="list-style-type: none"> • City Hall • Human Resources • Dept. Offices • Other Relevant Field Locations
FIRST DAY: ADMINISTRATIVE PROCEDURES	
<input type="checkbox"/> Review general administrative procedures.	<ul style="list-style-type: none"> • Office/desk/work station • Keys • Equipment • Computer Access (E-mail, Internet) • Dept. payroll process, timecards
FIRST DAY: SHORT-TERM GOALS	
<input type="checkbox"/> Set short-term goals for the week, either job-specific or personal (such as getting familiar with the dept).	<ul style="list-style-type: none"> • _____ Complete by: _____
END OF FIRST DAY: "DEBRIEF" WITH EMPLOYEE	
<input type="checkbox"/> Review how the employee's first day went, general first impressions and any remaining questions.	

Tips for Making an Employee's First 90 Days Successful

Managing the First 90 Days

Making a new hire feel comfortable and a part of the team from day one is imperative to helping the employee become a successful and productive member of your business. Here are the steps you need to follow to guide your new hire through the first 90 days on the job.

Before They Start

It's essential to make the new employee feel welcome. Send a note/make a call to express your excitement about the new member of your team. Set up the employee's work space (phone, e-mail, computer, other equipment, etc.). Call HR to set up the employee's new hire orientation with the City. Getting a head start before the employee starts goes a long way to building trust and enthusiasm.

Day One

Simple steps to ensure an employee's satisfaction early include greeting them, physically being there as the boss, and informally introducing them to the internal team, which includes everyone they'll need to work with to be successful. Setting up onboarding conversations to acclimate the employee and make in-person introductions rather than just sharing names and e-mails is vital. The activities you have the employee participating in the first day should follow the job details; so if you're in customer service, get them on the phone with a customer.

The End of Day One

At the end of day one, have a debriefing with the new employee to make sure that the employee had a good day. This simple act shows that you care about her and you want to hear her opinions. You might also give her a take-home package, which could vary by organization. The idea is to give the new hire something she can share with people at home to answer that question about how the first day was.

Goal Setting

From the beginning set both short- and long-term goals, whether they are professional (actual projects the new hire will be working on) or personal (regarding familiarization with the organization, contacts made, etc.). It's a good idea to give the hire a project early on so he feels like he's contributing immediately. Also start mapping out bigger projects, which is something that should have been addressed with the candidate before you even made the hire.

Week 1 Assessment

After one week on the job, the employee should begin to feel comfortable with her responsibilities, have met at least one new contact each day, be familiar with team members (inside her department and outside) and be able to walk into your office with any questions. An idea is to arrange an informal session of drinks, cake, or something similar with the other team members at the end of the week so the new hire can assess what she has learned, ask the group questions and hang out in a less formal setting.

15-Day Follow Up

At this point, the manager should check in on the employee's progress toward the goals discussed on the first day. This gives the manager the opportunity to help the employee identify and resolve any issues or challenges.

30-Day Check In

The most important thing in the first 30 days is to familiarize the new employee with the company through recruiting and introductions. You shouldn't expect the new hire to make extreme strides from a business perspective during this time, but you should make them feel welcome as a person and not overwhelmed. Less intensive, short-term projects are helpful in attaining that balance.

45-Day Benchmark

It takes about 45 days to get the new employee fully acclimated and acquainted with a job. This is a great time to sit down with the new hire not only to assess her familiarity with the organization and her role, but also to see how happy she is. You can assess her performance to this point on some of the shorter projects you assigned while also figuring out where her mind is regarding bigger picture projects. This meeting could go a long way in retaining the employee.

90-Day Review

The 90-day mark is when you should start seeing serious results from your new hire. Anything faster can mean that the employee hasn't been analytical enough in his assessment of the business, and by this time he should have a thorough understanding of what will need to be done.