



Pre-Employment Checklist

EMPLOYEE INFORMATION

Name: _____ **Start Date:** _____
Position: _____ **Supervisor:** _____

ACTIVITIES TO BE COMPLETED FOLLOWING ACCEPTANCE OF POSITION	RESPONSIBLE PERSON	DATE COMPLETED
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SCHEDULE AND JOB DUTIES		
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<input type="checkbox"/>	Welcome phone call to new employee <ul style="list-style-type: none"> Confirm start date and arrival time Receive 4-digit pin for security and fuel system Sizing for Apparel/Safety Equipment (if applicable) 	Supervisor	
<input type="checkbox"/>	Prepare employee's two-week agenda & send calendar invites to those involved	Supervisor	
<input type="checkbox"/>	Create a 30-60-90-day plan with goals at each checkpoint	Supervisor	
<input type="checkbox"/>	Schedule on calendar a formal follow up 1-2 weeks from start date	Supervisor	
<input type="checkbox"/>	Develop first draft/review job expectations	Supervisor	
<input type="checkbox"/>	Send welcome email, include attachment of job description	Supervisor or HR	
<input type="checkbox"/>	Assign a peer guide (if necessary)	Supervisor	
<input type="checkbox"/>	Lay out expectations for peer guide (if necessary)	Supervisor	

BUILDING ACCESS & COMMUNICATIONS		
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<input type="checkbox"/>	Activate key fob and/or swipe card	Facility Supervisor	
<input type="checkbox"/>	Set up in the building security system	Facility Supervisor	
<input type="checkbox"/>	Assign locker: include safety equipment & apparel in locker	Business Ops Coord.	
<input type="checkbox"/>	Assign radio # (if applicable)	VM Supervisor	
<input type="checkbox"/>	Update radio list and distribute updated cards to all (if applicable)	Business Ops Coord.	
<input type="checkbox"/>	Fuel system set up	VM Supervisor	
<input type="checkbox"/>	Create timecards for payroll punch system (if applicable)	Business Ops Coord.	
<input type="checkbox"/>	Update city phone list with name & extension (if applicable)	Business Ops Coord.	



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ACTIVITIES TO BE COMPLETED 1 WEEK PRIOR TO START DATE	RESPONSIBLE PERSON	DATE COMPLETED
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INTERNAL COMMUNICATION			
<input type="checkbox"/>	Email department on the new hire. Include start date, employee's roll, and bio.	Supervisor	
<input type="checkbox"/>	Post new employee email announcement on bulletin board	Business Ops Coord.	
<input type="checkbox"/>	Welcome card, pass around for entire staff to sign	Business Ops Coord.	

WORK ENVIRONMENT/ADMINISTRATIVE			
<input type="checkbox"/>	Clean and set up workstation, computer, phone, & office supplies.	Business Ops Coord.	
<input type="checkbox"/>	Create mailbox for employee	Business Ops Coord.	
<input type="checkbox"/>	Create folder in personnel drive	Business Ops Coord.	
<input type="checkbox"/>	Add employee to organizational chart	Business Ops Coord.	
<input type="checkbox"/>	Add to master sizing list	Business Ops Coord.	
<input type="checkbox"/>	Add to raincoat area	Business Ops Coord.	
<input type="checkbox"/>	Add employee to Smartsheet evaluation tracking	Business Ops Coord.	
<input type="checkbox"/>	Add employee to sick leave tracking (if applicable)	Business Ops Coord.	
<input type="checkbox"/>	Add employee to all staff meeting list	Business Ops Coord.	
<input type="checkbox"/>	Gather safety equipment: gloves, hard hat, safety glasses, hearing protection	Business Ops Coord.	
<input type="checkbox"/>	Gather PPE apparel: short sleeve shirts, long sleeve, vests, rain pants , sweatshirt, rain coat (if applicable)	Business Ops Coord.	
<input type="checkbox"/>	Put together Welcome Packet and include: <ul style="list-style-type: none"> • Welcome Card • Important Info Sheet • Week 1 Agenda • Job Description • Mission, Vision, Values Pamphlet • Discrimination & Harassment Policy • Centerville Phone List • Public Works Radio List and Who to Ask Chart • Public Works Cell Phone List (Management Only) • Organizational Charts Public Works & City • City Map • Public Works Photo Directory • Key Fob/ Access Card Centerville Merchandise Bag (Notepad, City Pen, Coffee Mug)	Business Ops Coord.	
<input type="checkbox"/>	Add to drug testing list (if applicable)	Operations Manager	
<input type="checkbox"/>	Arrange for invitation to lunch with employee, peer guide, supervisor, and others if appropriate for the employees first day.	Supervisor	
<input type="checkbox"/>	Share calendar invites of reoccurring meetings employee will attend	Supervisor	
<input type="checkbox"/>	Email a list of useful websites to bookmark	Supervisor	
<input type="checkbox"/>	Email important contacts from Outlook	Supervisor	