Glenn County Health and Human Services Agency
(supervisor) NEW EMPLOYEE CHECKLIST

Name:	Supervisor:	Start Date:
Birthday (Month/Day Only) Month: Day:	Location:
Position:	Unit:

PRIOR TO START DATE:	Manager/ Supervisor Initials	Date Completed
1	Obtain NPI # from employee, OR have employee complete a NPI application (For Behavioral Health staff only - send NPI # or NPI Application to BH Admin Staff)		

DAY 1:	Manager/ Supervisor Initials	Date Completed
1	Complete Confidentiality Form (Available on All HHSA Share Folder)		
2	Quick tour (breakrooms, bathrooms, **emergency exits & evacuation assembly point**)		
3	Meet and greet people in work area & building		
4	Review Job Description (Available on Personnel website)		
5	Review and introduce All HHSA Share Folder		
6	Complete Work Schedule Request Form (Available on Personnel website or All HHSA Share Folder)		
7	Send out welcome email to All HHSA introducing employee (include supervisor & location)		

WEEK 1:	Manager/ Supervisor Initials	Date Completed
1	Have employee review unit-specific guidelines *(if applicable)*		
2	Explain travel and vehicle sign-out sheets (Title 7)		
3	Map printers & copiers and provide codes *(if applicable)*		
4	Explain IT help desk process and super users		
5	Time Card/Study a. Code training b. Review of policy for overtime, comp, holidays, and flex time		
6	Send work station phone # to HHSA Admin email		
7	Request Mandatory Unit specific trainings. **Example**: UC Davis Civil Rights, BH Compliance, etc.		
8	Confirm employee is on list for next New Employee Onboarding (NEO) via email to Jessica Silva		
9	Review & Complete New Hire Policies & Procedures in Vector Solutions (within 30 days)		

COUNTY ISSUED ITEMS:	YES	NO	INITIALS	DATE
1	Employee ID Badge				
2	Keys/Key Card				
3	Cell Phone				
4	Laptop/Surface Pro				
5	Cal Card				
6	Other *(list below):*				