

**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	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 Amber Arnold)		

DAY 1:

		Manager / Supervisor	Date Completed
1	Complete Confidentiality Form		
2	Quick tour (breakrooms, bathrooms, emergency exit & rally point)		
3	Meet and greet people in work area & building		
4	Review Job Description (Available on Personnel website)		
5	Review Intranet (<i>username and login</i>)		
6	Complete Work Schedule Request Form (Available on Personnel website)		

WEEK 1:

		Manager / Supervisor	Date Completed
1	Have employee review unit-specific guidelines (<i>if applicable</i>)		
2	Explain travel and vehicle sign-out sheets (Title 7)		
3	Map printers & copiers and provide codes (<i>if applicable</i>)		
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	Contact SIU Supervisor for Security/Alarm System Orientation (<i>if applicable</i>)		
7	Request Mandatory Unit specific trainings. Example: UC Davis Civil Rights, BH Compliance, etc.		
8	Confirm Date of Next New Employee Orientation (NEO) (this should happen within 30 days)		
9	Review & Complete New Hire Policies & Procedures in Target Solutions (within 30 days)		

COUNTY ISSUED ITEMS:	YES	NO	INITIALS	DATE
1 Employee ID Badge				
2 Keys/Key Card				
3 Cell Phone				
4 Cal Card				
5 Other (<i>list below</i>):				