

**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)				
7	Send out welcome email to All HHSA introducing employee (include supervisor & location)				
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 Onboarding (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>):				