

**LARIMER COUNTY  
NEW EMPLOYEE CHECKLIST**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department/Office

**Instructions:** Fill out on employee's first day of work. May be used for new employee and employees transferred from other County departments/offices. Submit to Human Resources with New Hire Documentation.

\*\*Check each individual item.

\*\* If an item is not applicable, please leave it blank.

- 
- I. Word of Welcome.....
- II. Explain overall departmental/office organization and its relationship to other County departments/offices.....
- III. Explain employee's place and individual contribution to the objectives of the department/office and his/her assignment in broad terms.....
- IV. Discuss job content with employee and give him/her a copy of job description or checklist.....
- V. Explain departmental/office training program(s) and salary increase practices, such as flex staffing.....
- VI. Explain departmental/office procedures on usage of sick, vacation, floating holidays, comp. time.....
- VII. Explain departmental/office working conditions:
- a. Hours of work, time sheets.....
  - b. Parking permits and parking areas.....
  - c. Lunch period and lunchroom.....
  - d. Coffee breaks, rest periods.....
  - e. Personal telephone, internet and email use.....
  - f. Overtime policy and requirements.....
  - g. Direct Deposit for paychecks.....
  - h. Date of pay and employee self service for printing pay information.....
  - i. Performance and evaluation of duties.....
  - j. Attendance and punctuality.....
  - k. Handling confidential information.....
  - l. Behavior.....
  - m. Personal Appearance.....
  - n. Other: \_\_\_\_\_  
\_\_\_\_\_

VIII. Schedule Employee For:

- a. New Employee Orientation.....Date: \_\_\_\_\_
- b. Benefits orientation.....Date: \_\_\_\_\_
- c. Phone Training.....Date: \_\_\_\_\_
- d. Google Mail (GMail) Training.....Date: \_\_\_\_\_
- e. Google Calendar (GCal) Training.....Date: \_\_\_\_\_

- IX. Review of Bulletin Board Navigation (examples include County communications, IT information, HR & Financial forms, Support Central, etc.). .....
- X. Review of Human Resources Policies & Procedures.....
- XI. Review Employee Handbook and complete Handbook confirmation.....
- XII. Review of Smart Eating Opportunities.....
- XIII. Review of County "Green" Practices.....
- XIV. Introduce employee to supervisor and other employees.....
- XV. Assign sponsor who will help employee get oriented:
  - a. Show location of Human Resources Department.....
  - b. Help obtain parking permit, if needed.....
  - c. General orientation to building, break rooms, rest rooms, etc.....

---

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Office Rep. Signature    Date