



DENVER[®]
THE MILE HIGH CITY

NEW EMPLOYEE CHECKLIST

Welcome to the City and County of Denver. It is our desire for you to obtain a good grasp of the City's organizational history, mission, and values; understand the City's expectations for its staff's; have sufficient information to start performing your job well; know how to find answers to your questions; and understand the policies and procedures for the City and your department. Below you will find activities that should take place in the first six months with the City.

Prior to Arrival

You should know or have completed:

Your agreed upon salary and start date

When you will attend New Employee Orientation (date and location)

Know where and when to report for your department

If required for your position, complete the required medical evaluation

How to access the New Employee Packet that contains

- Acceptable Use Agreement Form
- Alcohol and Drug Policy
- Direct Deposit Authorization Form
- Equal Employment Information Form (EEO4)
- I-9 Form (Employment Eligibility Verification Form)
- ID Badge Request Form
- Outside Employment Policy
- W-4 Form
- W-5 Form

Please make arrangements with your hiring agency to come in and complete the New Employee Packet as early as possible (we recommend 5 days before your start date) so that your computer access and email account can be ready for you on your first day of employment.

First Day

- Turn Computer User Request Form (Infopaf) into Technology Services
- Verify computer and email access (if required by position)
- Complete New Employee Packet (only necessary if not completed earlier)
- Attend New Employee Orientation (if available)

First Week of Employment

During New Employee Orientation your payroll and benefits questions will be answered

You will be introduced to your department and coworkers

You will receive a tour of the office including:

- Workstation
- Restrooms
- Break rooms
- Fire exits
- Parking
- Mail Services
- Smoking Areas
- How to obtain supplies
- How to enter/exit building (including after hours)

You will meet with your Supervisor to:

- Learn about your department
- Discuss your supervisor's expectations
- Receive a copy of your job description and Performance Evaluation Plan
- Discuss your probationary period
- Learn how to request leave

You will receive agency policies which include:

- Dress
- Telephone procedures, including long distance calls
- Personal calls/visitors
- Safety/Emergency procedures
- Office décor
- Severe weather procedures
- Confidentiality
- Work hours

(cont.)

- Absence reporting
- Travel
- Timesheets/requests for leave
- Pay periods
- Customer service
- Required meetings
- Building access
- Lunch/Breaks

Receive orientation on workstation:

- Computer/Email
- Phone/Voicemail
- Copy Machine/Fax
- Vehicles

(cont.)

- Keys
- Cell phone/PDA/Pager
- Receive an Identification Badge

Discuss Required or Optional Training with Supervisor or with Human Resources

- Classes required to complete probation (3 for employees; 6 for supervisors)
- Others classes: Hazardous Materials Training, Defensive Driving Training, etc.

First Month of Employment

You should complete your benefits Selection/Paperwork prior to the end of your first month

Your Supervisor should meet with you and discuss:

- Your concerns, experiences, and questions
- Provide feedback of the on-boarding process
- Supervisor's observations of your progress and expectations

Prior to Six Months of Employment

- Supervisor provides evaluation
- Determination whether you successfully completed probation
- Be prepared to discuss your career goals and objectives
- Create a plan to accomplish your goals and objectives
- Training will invite you to participate in a confidential on-boarding survey