

Department Checklist for New Employee

This checklist will be a **guide** for **department/programs** during the **onboarding of a new employee**. The guide will provide supervisors and employees with a plan to develop an environment dedicated to learning and growth. Proper and accurate resources will allow for their succession within your department.

By completing this checklist, you are clarifying that an appropriate amount of time for questions and concerns was given, and all items were completed and discussed.



Task	Description	Supervisor Initials	Employee Initials	Comments or Notes
Prepare and assign workspace .	Allocate, clean, and prepare the appropriate workspace.			
Prepare and assign technology .	Allocate, setup, and prepare computers, laptops, and phones as necessary.			
Create user account .	Have a user (AD) account created for technology access with your department/program.			
Create Email account .	Have an email account created for user access with the Navajo Nation (DIT) Network.			
Determine all applicable training and schedule training .	Review responsibilities and determine access: Training: FMIS, DDC, First Aid/CPR/AED, etc.			
Staff Introduction .	Start Date: Formal Introduction of the employee to the department staff members			
Office Operating Procedure.	Show common operations for office functions , if any.			
Emergency plans and procedures.	Show emergency exits and operations , incase of emergency.			
Go over Rules and Expectations.	Overview of goals, expectations, and office rules for daily function.			
Complete legal agreement forms . If, any.	Have new employes read and sign legal forms Ex: Disclosure, Disclaimer, Acknowledgement			
Ensure Personnel Policies Manual has been acknowledged.	Have the employee review information contained within the Personnel Policy Manual			
Notify user of email account credentials and M365 access .	Once DIT email has been created you can inform users of M365 usage for workflow.			
Notify employee to view the Benefits coverage and details.	Advise Employee to setup health and retirement plan.			
Notify of Payroll processes; Direct Deposit and timesheets .	To setup direct deposit you will need to submit documents to NNOOC Payroll section .			
EPAF: 90-day Probationary Period completion .(EPAF Yearly – Following)	Complete an Employee Performance Appraisal Form, submit to DPM for further action.			

New Employee Signature: _____ Date: _____
New Employee Name Print: _____

Supervisor Signature: _____ Date: _____
Supervisor Name Print: _____