



HUMAN CAPITAL AND DEVELOPMENT DIVISION

New Employee Checklist

Employee name: _____ Start date: _____

Manager name: _____ Department: _____

The following information has been provided for you to track the activities of your onboarding process.

When	What	Information and/or Contacts	Check when complete
Before your first day	Review pre-employment paperwork.	HC&D site-New Employees/ Before Your First Day	
	Complete and sign pre-employment paperwork and policy acknowledgement forms.	New Onboards Login	
	Complete parking application- <i>Classified employees only.</i>	New Onboards Login	
	Contact your HR representative regarding questions you may have about your employment such as benefits, policies and practices etc.	Human Capital & Development Talent Acquisition and/or AskHR	
Your first day	Bring new hire documents as indicated in your offer letter document- <i>First Day-Things you need to know</i>	Human Capital & Development	
	Obtain parking permit (classified employees)	Human Capital & Development	
	Obtain your DMAS ID card.	Human Capital & Development	
	Receive and review instructions for recording your time and attendance. (classified and wage employees)	Human Capital & Development	
	Departmental orientation- Connect with your assigned "Buddy" who will assist you in the transition to your division.	DMAS Office-assigned Division	

Human Capital & Development	Attend New Employee Orientation.	Human Capital & Development	
	Review and enroll in healthcare benefits or waive health coverage by the 30 th calendar day of your employment.	Human Capital & Development Additional information available on DHRM website - http://www.dhrm.virginia.gov/healthcoverage	
	Review information and enroll in a Flexible Spending Account by the 30 th calendar day of your employment.	Human Capital & Development Additional information available on DHRM website- http://www.dhrm.virginia.gov/employeebenefits/flexiblependingaccounts	
	Apply for VRS optional group life insurance, if desired, by your 31 st calendar day of employment or submit form-waiving coverage.	Human Capital & Development www.varetire.org	
	Access your secure online member account resource myVRS to view and download your Member Benefit Profile (MBP), etc.	Human Capital & Development www.varetire.org	
	Discuss with your supervisor the agency performance management process and timelines including probationary period. Sign-Employee Work Profile (EWP) (Classified/Wage employees)	DMAS Office –assigned Division	
Your first 90 days	Meet with your supervisor for the Probationary Progress Review at 3 months (Classified employees only)	DMAS Office –assigned Division	

<p>Your first 90 days</p>	<p>Required training to be completed within 90 days of employment:</p> <ul style="list-style-type: none"> • Alcohol & Other Drugs • Workplace Dispute Resolution Overview • Preventing Workplace Violence • Terrorism Security Awareness Orientation • Preventing Workplace Harassment • Time Attendance and Leave (TAL) (classified/wage employees) • Teleworking Training (for approved teleworkers and managers) • Cyber Security Awareness Training 	<p>Please note that all training is accessible through the VA Learning Center (VLC) except for the Cyber Security Awareness Training.</p>	
<p>Your First Year</p>	<p>Complete the 6-month probationary Performance Review with your supervisor.</p>	<p>DMAS Office –assigned Division</p>	
	<p>Complete Performance Management Training- (Classified/Wage employees)</p>	<p>Human Capital & Development</p>	
	<p>HR Process and Compliance Management Training – managers/supervisors.</p>	<p>Human Capital & Development</p>	
	<p>Make changes to your voluntary VRS Hybrid Plan contributions.</p>	<p>Human Capital & Development www.varetire.org</p>	
	<p>Meet with your supervisor to complete the 12-month Probationary Review. (Classified employees)</p>	<p>DMAS Office –assigned Division</p>	