

New Employee Orientation Plan for Managers

Presented by

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Objectives

Participants will learn

- Actions to take to Prepare for a New Employee Entering Your Department
- A Sample Plan for Your Entity and Your Department's Orientation for New Employees
- Ideas for a Welcome Package
- Suggestions for Employees First Few Days on the Job



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You Were a New Employee

- Did you have an orientation?

SHOUT OUT

What do you need
to know when
beginning a new
job?



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You Were a New Employee

- You had an Orientation. What was included?
 - Information
 - Tools
 - Resources

In groups, jot down on a flipchart page what your orientation included.

You Were a New Employee

- No Orientation? What was missing or should have been included?

In groups, jot down on a flipchart page what was missing or should have been included?



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How are new Employees Welcomed?

- What are your experiences with new employees?

New location & office
New role & responsibilities
New management, clients &
teammates



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After Hire; Before On-Boarding

Before you On-Board, the Manager arranges:

- Office space
- System access & specific permissions
- Telephone number
- COV Logon
- Office Equipment & Supplies



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On-Boarding through HR

- New Employee Information and Forms (Exhibit 1)
- New Employee Orientation Policies and Procedures (Exhibit 2)
- New Employee Handbook (Exhibit 3)



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HR Also Provides a New HQ Employee Orientation Manager Checklist

DMV NEW HQ EMPLOYEE ORIENTATION MANAGER CHECKLIST HRO 17 (06/01/2010)

Purpose DMV headquarters management use this form as a guide for completing all necessary events in a new employee's orientation.

Instructions Enter New Employee Information. As each item is completed, enter the date of completion and initials of manager or designee who assisted the new employee with the completion of that item.

NEW EMPLOYEE INFORMATION					
EMPLOYEE NAME (print)		POSITION TITLE		POSITION NUMBER	
DATE OF FIRST PHONE CONTACT WITH EMPLOYEE (mm/dd/yyyy)		WELCOMING MANAGER NAME		HEADQUARTERS ORIENTATION DATE (mm/dd/yyyy)	
SYSTEM ACCESS REQUEST DATE	EMPLOYMENT DATE	FIRST DAY IN C&G DATE	TIME EMPLOYEE REPORTED TO WORK		

3, 6, 9, 12 MONTH PROBATION/EVALUATION PROCESS					
DATE DUE	COMPLETE DATE	(complete HRO 30)		DATE DUE	COMPLETE DATE
		3 Month Probationary Progress Review			9 Month Probationary Progress Review
		6 Month Probationary Progress Review (send to HR)			12 Month Probationary Progress Review (send to HR)
COMMENTS					

FIRST DAY CHECK LIST					
COMPLETE DATE	MSR/COACH	COMPLETE DATE	MSR/COACH	COMPLETE DATE	MSR/COACH
	New Employee Greeting		Inclement Weather Policy (discuss policy and notification of closing/day)		
	Staff Introduction (including names and explanation of positions)		Emergency Procedures		
	Welcome Package (issue copy & discuss) HQ address, hours, important numbers. Contacts VITA, HR Contact, Banking, Shopping restaurants, emergency contact, holiday/leave calendar, etc.		Outside Employment Policy (issue copy & discuss)		
	Employee Coach (if assigned, introduce coach and have new employee and coach meet to discuss required training on page 2 of this document.)		Acceptable Use Policy Form		
	I-9 (must complete before noon on 1st day of employment)		Telephone Guidelines (discuss and provide VITA Pocket Guide or other appropriate phone reference)		
	Lunch (partner new employee with another employee (s) for week one)		Electronic Storage and Data/Document Security (if applicable)		
	Dress Code Policy (issue copy & discuss)		Employee ID Badge		
	Work Hours / Breaks		Learning Plan (issue copy & discuss)		
	Punctuality/Attendance Importance		Office Supplies		
	Call-in Procedures		Tour of HQ (tour facilities and escort new employee to work areas that pertain to job function)		

FIRST WEEK CHECK LIST					
COMPLETE DATE	MSR/COACH	COMPLETE DATE	MSR/COACH	COMPLETE DATE	MSR/COACH
	Employee Work Profile/Wage Evaluation (issue copy & discuss)		Supplemental Alcohol and Other Drug Policy (issue copy & discuss)		
	Probationary Period/Evaluation Process (discuss)		Nepotism Policy (issue copy & discuss)		
	Leave Request Procedure (Office Form-issue copy & discuss)		Friends and Family Policy (issue copy & discuss)		
	Time Sheet/Leave Completion (issue copy & discuss)		FOIA - Freedom of Information Act (provide overview and FOIA Contact)		

CERTIFICATION

The employee was notified that it is the employee's responsibility to have all paperwork (tax forms, health insurance, ID consent form, Civil Deposit, etc.) completed and returned to the Human Resources Office as soon as possible. Health Care and Flexible Benefits must be completed within the first 31 days of employment. Failure to comply could affect employee benefits. The undersigned acknowledges receipt and understanding of the items listed above.

EMPLOYEE SIGNATURE	DATE (mm/dd/yyyy)	MANAGER SIGNATURE	DATE (mm/dd/yyyy)
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NEW HQ EMPLOYEE ORIENTATION MANAGER CHECKLIST

- Purpose** DMV headquarters management use this form as a guide for completing all necessary events in a new employee's orientation.
- Instructions** Enter New Employee Information. As each item is completed, enter the date of completion and initials of manager or designee who assisted the new employee with the completion of that item.

NEW EMPLOYEE INFORMATION				
EMPLOYEE NAME (print)		POSITION TITLE		POSITION NUMBER
DATE OF FIRST PHONE CONTACT WITH EMPLOYEE (mm/dd/yyyy)		WELCOMING MANAGER NAME		HEADQUARTERS ORIENTATION DATE (mm/dd/yyyy)
SYSTEM ACCESS REQUEST DATE	EMPLOYMENT DATE	FIRST DAY IN CSC DATE		TIME EMPLOYEE REPORTED TO WORK

3,6,9,12 MONTH PROBATION/EVALUATION PROCESS					
DATE DUE	COMPLETE DATE	(complete HRO 30)	DATE DUE	COMPLETE DATE	(complete HRO 30)
		3 Month Probationary Progress Review			9 Month Probationary Progress Review
		6 Month Probationary Progress Review (send to HR)			12 Month Probationary Progress Review (send to HR)
COMMENTS					



Manager's First Day Check List

FIRST DAY CHECK LIST					
COMPLETE DATE	MGR/COACH		COMPLETE DATE	MGR/COACH	
		New Employee Greeting			Incident Weather Policy (discuss policy and notification of closing/delay)
		Staff Introduction (including names and explanation of positions)			Emergency Procedures
		Welcome Package (issue copy & discuss) HQ address, hours, important numbers. Contacts VITA, HR Contact, Banking, Shopping restaurants, emergency contact, holiday/pay calendar, etc.			Outside Employment Policy (issue copy & discuss)
		Employee Coach (if assigned, introduce coach and have new employee and coach meet to discuss required training on page 2 of this document.)			Acceptable Use Policy Form
		I-9 (must complete before noon on 1st day of employment)			Telephone Guidelines (discuss and provide VITA Pocket Guide or other appropriate phone reference)
		Lunch (partner new employee with another employee (s) for week one)			Electronic Storage and Data/Document Security (if applicable)
		Dress Code Policy (issue copy & discuss)			Employee ID Badge
		Work Hours / Breaks			Learning Plan (issue copy & discuss)
		Punctuality/Attendance Importance			Office Supplies
		Call-In Procedures			Tour of HQ (tour facilities and escort new employee to work areas that pertain to job function)



CERTIFICATION

The employee was notified that it is the employee's responsibility to have all paperwork (fax forms, health insurance, ID consent form, Direct Deposit, etc.) completed and returned to the Human Resources Office as soon as possible. Health Care and Flexible Benefits must be completed within the first 31 days of employment. Failure to comply could affect employee benefits. The undersigned acknowledges receipt and understanding of the items listed above.

EMPLOYEE SIGNATURE	DATE (mm/dd/yyyy)	MANAGER SIGNATURE	DATE (mm/dd/yyyy)
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REQUIRED TRAINING (from Learning Plan)

COMPLETE DATE	MGR/COACH		COMPLETE DATE	MGR/COACH	
		DMV Employee Code of Conduct eLearning			State Travel Regulations and Travel Reimbursements eLearning (to be completed if applicable)
		DMV IT Acceptable Use Policy eLearning			Travel Cardholder Training eLearning (to be completed if applicable)
		Cyber Security Awareness eLearning			Other (write below)
		Terrorism security awareness eLearning			
		DGS/Fleet Driver Safety V1.0 eLearning (to be completed by employees who will occasionally use or are assigned a state vehicle)			Other (write below)

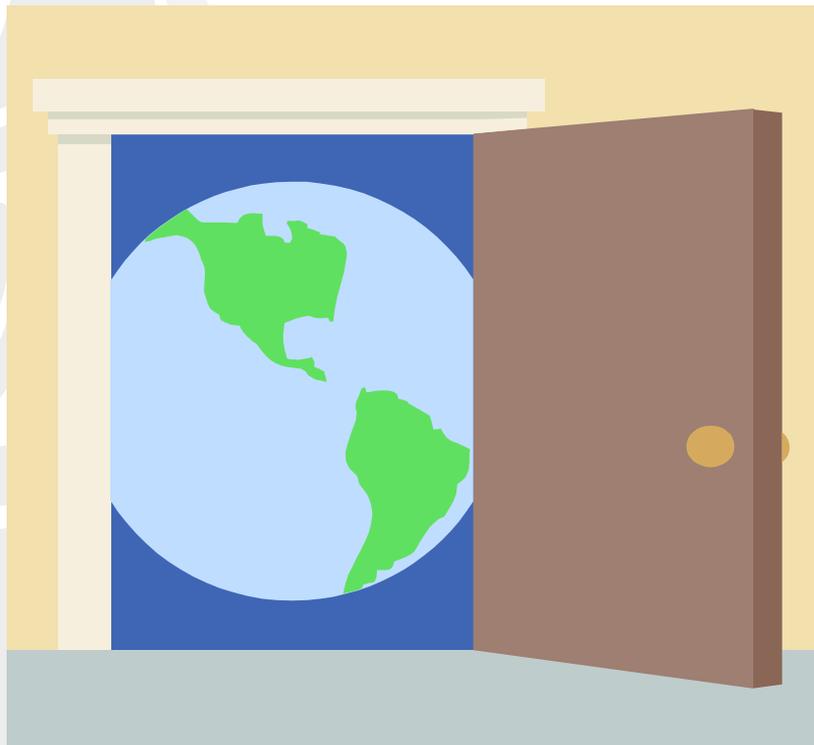
COMMENTS

MANAGEMENT NAME (print)
EMPLOYEE NAME (print)

MANAGEMENT SIGNATURE
EMPLOYEE SIGNATURE

On-Boarding through Your Office

Welcome to Our World



Office/Desk Space Tour
Office Area
Meet Teammates
Necessary Rooms
Kitchen/Dining area
Telephone Access
Computer Access



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First Day Welcome & Tour

- Handwritten Note and/or Welcome Gift
- Tour of the Facility
- Meet Executive Staff



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Welcome Package

- Orientation Binder, Brochure, or Guide (Exhibit 4)
 - Logon
 - Email
 - Phone
 - Orientation Info



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Welcome Package – DMV Information

- Introduction to DMV
- HQ Location Info
 - Office Address
 - Work Hours
- Security Phone Number
- Mission, Vision, Principles & Values
- Organization Chart
- Map of CSCs



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Welcome Package – DMV Amenities

- Employee Parking
- Banking Services
- On-Site ATM
- Mail Services
- On-site Food Services
- Health & Fitness Room



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Welcome Package – Area Information

- Post Office
- Shopping
- Gas Stations
- Drug Stores
- Dry Cleaners
- Grocery Stores
- Other Services
- Map of Area
- Area Attractions
- Science Museum
- Children’s Museum
- VMFA
- Bow Tie Cinema
- Area Restaurants
- Fast Food Delivery
- Dine in



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Welcome Package – Contracts and Procurement Dept Information

- Mission, Vision, Principles & Values
- Department Organization Chart
- Delegated Authority Designation
- Department/Team Contact Information
- Other Important Contacts
- Include EWP or Job Description
- Miscellaneous: Pay & Holiday Calendar



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Agency Intranet and Internet Tour

- DMV Website & See Department Info
- Internet & See Department Webpage
- Shared Drive Access
 - Desk Reference (Policies & Procedures)
 - Resources – Forms, Templates
 - Contract Listing



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Work Expectations

- Review EWP
- Assign Teammate to Guide & for Backup
- Work Hours, Flex, or Telework Schedule
- Leave Expectations
- Telephone Expectations
- Approved Internal & External Email Signature Lines



First Month on the Job

- Give specific work assignments
- Provide guidance
- Follow-up on assignments
- Provide feedback
- Assess training needs
- Schedule training, re-training or remedial training
- Provide feedback regularly



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Questions & Take-Aways

You learned some actions and ideas to create or improve your New Employee Orientation Plan for Managers.

The presentation will be posted on the DPS website after the Forum.

*Thanks for Participating!
Nancy*

