DWQ Supervisor's Onboarding Checklist

Before New Employee Start Date

1. Computer access – Contact ITS for:
    - Computer login
    - NCID
    - Email
    - BEACON
    - BIMS
    - Calendar
    - Intranet
    - ETU Support

2. ID Badge (Central Office Employees)
    - Contact Linda West at (919) 807-6328 to set up an appointment at Facilities Management

3. Phone
    - Assign a phone number
    - Update web site

4. Business Cards

5. Coordinate with HR for New Employee Form Packet
    - Insurance Enrollment (Medical, Dental, Life, etc.)
    - Tax Forms
    - Direct Deposit
    - Retirement Enrollment
    - DENR Policies – Harassment, Computer/Internet, Phone, Weather etc.
    - Emergency Contact Info
    - Others

6. Parking (Archdale Employees)
    - Sign up for parking deck wait list

7. Copy of Driver's License, Social Security Card, and Direct Deposit form to DWQ HR – needed for BEACON to process pay.

New Employee Start Date

1. Sign HR Forms and Policies from #5 above

2. If not done prior to start date - copy of Driver's License, Social Security Card, and Direct Deposit form to DWQ HR – needed for BEACON to process pay.

3. Safety Issues – Vary by location
    - Emergency Information
    - Fire Exits/Evacuation Plan

- Security/Local Police Info
- Health/Safety Procedures

4. Work Time/Place Issues
    - Schedule/Comp. Time Procedures
    - Work Area
    - Housekeeping
    - Restrooms
    - Break room

5. Logistics
    - Telephone/Voice Mail Operation
    - BEACON – Login, Instructions, and Time Codes
    - Mail Procedures
    - File Room Procedures
    - Vehicle Usage
        - Signout of CO/RO Vehicles
        - Motor Fleet Vehicles
        - Fueling Instructions
        - Accident Procedures
    - Travel Procedures/Reimbursement

6. General DENR/DWQ Info
    - DENR Org Chart
    - DWQ Org Chart
    - DWQ Phone/Email List
    - Section/Unit Contact Info
    - Regional Office Info
    - Website Info

7. Section/Unit SOPs

Within One Month of Start Date

1. Job Description

2. Initial Work Plan

3. DENR/DWQ New Employee Orientation

4. Physical Examination (RO Employees)

5. Training Classes – Varies by position