

# Department of Public Works

## Team Member On-Boarding Checklist

Prior to First Day	DONE	DATE	First Day	DONE	DATE	After First Day	DONE	DATE
Accepted Offer Letter			Introductions to DPW Staff			Role-Specific Training/Workshops		
Welcome Communication			Introductions to Town Staff			Schedule regular check-ins		
<b>Paperwork</b>			<b>Annual Training</b>			Team integration activities		
Form I-9 (employment eligibility)			BBP			Confirm IT & Equipment Functionality		
W-4 (federal tax withholding)			HazCom			Continue broadening training		
State Tax Forms			PPE			Mid Probation Review - Goal Check-In		
Employment Contract			LO/TO			Reinforce Culture & Community Connection		
Non-Disclosure Agreement (NDA)			Safety Plan			Probation Completion		
Emergency Contact Information			Facility Tour			Evaluate Onboarding Effectiveness		
Other Local Forms			Complete Remaining Paperwork			Foster Long-Term Engagement		
Finger Printing			Assign Mentor			Ensure Compliance & Documentation		
Physical			Discuss job responsibilities/expectations					
Drug Test			30/60/90 Day Plan					
Health Insurance			Introduce Municipal values & ethics					
Retirement			Review public service standards					
Life Insurance			Share community engagement initiatives					
Issue Security badge, keys, etc.								
Prepare Workspace & Equipment								
Order necessary/special equipment								
Ship items to team member if necessary								
Create email account & network logins								
Set up Access to role-specific software								
Notify Relevant Departments & Teams								
Schedule team introduction								
<b>Prepare New Hire Packet</b>								
Employee Handbook								
Benefits Information								
Training Schedules & Resources								
Holiday & Company Schedule								
Municipal Specific Guidelines & Documents								