

APWA Workforce Development Committee

Onboarding Toolbox



Prior to Day 1 List

Congratulations, you've selected a candidate to fill your role! You now have the opportunity to build a strong foundational relationship of trust with your new employee by onboarding them in a welcoming manner and showing them that [YOUR ORG] is a great place to work. This is an important milestone, as a candidate's first day sets the tone for how they feel about their decision, and the first week often determines if they will stay in their new role.

The following checklist includes items to be completed PRIOR TO DAY 1 in order to set up your new employee for success within your team.

Connect and Communicate

Connect one week prior to answer typical questions such as parking, where to go on Day 1, work hours, etc. This step breaks the ice and can relieve the stress of starting a new position.

- ☐ **Work Hours:** Standard work hours and any other allowable combinations
- ☐ **Work Location:** Where will the employee report?
- ☐ **Commute:** Any issues with travel (construction, traffic) or mode of transportation?
- ☐ **Parking:** Location, permits, or cost associated
- ☐ **Time Clock/ Reporting for Work Requirements:** Discuss any required daily check-in and how that is handled on Day 1.
- ☐ **Lunch:** Does the workspace have a kitchen/break room? Are there any nearby restaurants? How long is the break? Extend an invitation to eat lunch with them on their first day as part of the discussion, where possible.
- ☐ **Tools Preference:** If your organization has options, such as model of cell phone, coordinate their personal preference early enough to obtain.
- ☐ **Bio:** Request a short bio to help introduce them to their new team.

Setup Employee Access

Navigate your agency or department's requirements to have the employee correctly set up in complex systems and set up any training or paperwork and appointments necessary.

- ☐ **Computer Access:** Fill out standard IT forms, determine what systems access will be necessary. Some systems may require training prior to access. This may include an email address setup and employee number setup.
- ☐ **Building Access:** Does the employee need a security pass or ID? Obtain any required access cards before Day 1, especially if the work area has secured access only.
- ☐ **Training Plan for Access:** Are there required courses or training that must occur prior to Day 1? Do you need to coordinate signup to any courses for the first week in your employee's calendar? This might include driver safety as an example.

- ☐ **HR Appointment/ Required Paperwork:** Does your organization have an onboarding requirement specific for HR tasks such as insurance documents or other items?

Prepare Employee Equipment

Coordinate any tools, equipment, or safety gear necessary for employees in advance so that they are ready to safely do their job on Day 1.

- ☐ **Computer:** Determine if they are using an existing computer or new, and ensure it is ready for use including correct software and email configuration.
- ☐ **Cell Phone:** Will the employee receive a cell phone? If so, is it new or recycled? If new, order in advance to have it available on Day 1.
- ☐ **Other Equipment or Tools:** Any assigned tools or process relating to access to common tools
- ☐ **Safety Gear:** Follow procedure for obtaining specialty gear such as safety shoes, vests, eye wear, etc.
- ☐ **Vehicle / Motor Pool:** Setup employee access to vehicles for work-related travel. May require training or other related steps.