North Carolina Department of Public Safety
Human Resources Onboarding Checklist

Employee Name (please print): _____

Division/Section: _____   Start Date: _____

Supervisor or their designee is accountable for completing this form for each new employee. Items on the list may be assigned to others such as, Personnel Contacts, Lead Workers or directly to the new employee. A copy of this checklist should be given to the employee on their first day and used for discussion and reference. Once completed, this checklist will be filed in the employee's local personnel file.

Task	Completion Date	Employee Initials	Staff Initials
First Day			
Greeting and Introductions Supervisor greets employee and introduces to staff.			
Office Tour Including evacuation plans, restroom locations, break room, etc.			
Request NCID Registration from NCID Administrator NCID Administrator list: https://www.ncid.its.state.nc.us/StateAgencyListing.asp			
Request MIS set-up including computer, LAN, Password, Email, Etc. Supervisor sends request to MIS/Helpdesk			
NCID Password Completed Once NCID Administrator activates NCID, employee sets NCID Password and Security Question answers.			
Access and Identification Request Staff ID, Badge, building access pass, keys, etc.			
Parking Information and/or Assignment Review employee parking options and if applicable, initiate parking request.			
Location Specific Dress Code Review job and location specific dress code.			
Work Schedule/Leave Process Review employee's work schedule and the process for submitting time and requesting leave, including planned and unplanned leave. Include vacation, sick, community service, holidays, etc.			
Phone/Contact Lists Updated Provide division/unit employee list and related office contact information (i.e. names, positions, e-mail, phone, courier box, mailing address, etc.)			
Schedule HR Orientation Employee should have access to the New Hire Orientation Manual.			
First Two Weeks			
Complete HR New Hire Orientation New Hire Orientation Acknowledgement Form will signed by the Instructor. Employee to return it to the work location.			
ESS/MSS Training in BEACON/HR Payroll System http://www.osc.nc.gov/beacon/training/wbt/ess_menu.html http://www.osc.nc.gov/beacon/training/wbt/mss_menu.html (if applicable)			
Complete Online Email Retention Tutorial (if applicable) www.history.ncdcr.gov/SHRAB/ar/tutorials/tutorial_email_20120501/index.html			
Complete Online AIDS in the Workplace Training http://www.nctraining.ncgov.com/aids/			
Secondary Employment (if applicable) Review, complete and submit form for approval as appropriate			
Safety Preparedness Review fire & disaster preparedness protocols, emergency procedures. Identify emergency exits, fire extinguishers & other safety equipment (i.e. first aid kit)			

01/2014

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Task	Completion Date	Employee Initials	Staff Initials
Workers Compensation Discuss the procedure for reporting accidents or incidents regardless of whether an employee is hurt			
Review DPS Website Review website, location of policies, forms, information for and Staff Directory.			
Review Building Access and Building Rules/Regulations Explain entry/exit rules, building and location specific regulations			
Continuity of Operations (COOP) Review location specific crisis and continuity of operations plan.			
Beacon Authentication completed with NCID			
First 30 Days			
Performance Management Documentation Completed https://www.ncdps.gov/Index2.cfm?a=000002,001545,001119			
Complete Benefits Enrollment via ESS			
Equal Employment Opportunity Institute Enrollment This is for Supervisors and Managers Only. Contact division/location training representative to be registered for this course.			
Travel Policy and State Car Use (if applicable) www.ncdps.gov/emp/Policies/Controller/DPSTravelPolicywithnewrates_12162013.pdf http://www.ncmotorfleet.com/documents/mfmregs.pdf			
Onboarding Checklist Completed Once completed, file in local personnel file			
Acknowledgement for Workplace Safety for State Employees http://www.oshr.nc.gov/Support/Safety/safetyhandbook.pdf Upon completion and review, employee signs certification located on the last page. Certification is filed in local personnel file.			
Safety Training Assign job specific training. Review Hazardous Communications Disclosure.			

I have read and understand all information and requirements related to New Employee On-boarding. I understand that this is a 'phased-in' process where information has been received over a period of time. I will be an active participant and will seek the knowledge necessary to be an effective contributor within the organization.

_____   _____
Employee Signature   Date

_____   _____
Supervisor/Designee Signature   Date