# Onboarding One-Year Roadmap

January 12, 2021





















#### Recruitment

Supervisor submits job requisition

Recruitment posts job & reviews applications

Supervisor interviews and selects finalist

#### Hire

Supervisor submits candidate to HR

HR ensures all requirements are met for position

HR offers position

Supervisor completes New Hire Checklist (submits tickets, assigns buddy, schedules Orientation & NextGen)

Supervisor prepares a training schedule for the first 1-3 weeks

#### Week 1

Day 1: Taleo Onboarding eSign Forms; Welcome

> Day 1 & 2: Behavioral Health staff complete Supplemental Onboarding training in Learning Center

Direct Deposit Authorization form

Program/Site Orientation

scheduled

Day 3: PMS-Wide Orientation Day 4: Providers attend NextGen, if

Day 5: Medical Providers and Ind. BH Providers attend NextGen, if scheduled

### Week 2

Learning Center Onboarding and other required training due 14 days from hire

Add work phone number to Oracle/Personal Information

Verify/Edit home mailing address in Oracle

Clinical staff complete Initial Competency Assessment form, due 14 days from hire

# 30 Days

Benefits Enrollment due 31 days from hire

Other Required Training due 30 days from hire

Check the job description for other required documents, e.g., immunizations, TB test, health exam, HepB consent or waiver, First Aid & CPR, etc.

Set up regular check-in meetings to review progress, address training needs, and discuss goals/projects

# 60 Days

Other Required Training due 60 days from hire

Benefits begin first of the month after 60 days

# 90 Days

Other Required Training due 90 days from hire

Employee submits Self-Evaluation, including Stay Interview Questions

Manager completes Probationary Evaluation with SMART Goals

Manager & Employee meet to discuss

Manager submits completed Probationary Evaluation

## 6 Months

Continue regular check-in meetings to review progress, address training needs, and discuss goals/projects

### One Year

PTO accrual increases

Continue regular check-in meetings to review progress, address training needs, and discuss goals/projects

## Ongoing

Complete Rounding four times a year

In April, Head Start & Early Head Start staff complete an Annual Performance Evaluation

COLAs in fall, if budgeted

In May, all other staff/managers (PMS Workforce) complete an Annual Performance Evaluation

PMS Workforce salary increase, if approved, in July