Onboarding One-Year Roadmap

August 19, 2020

Recruitment	Hire	Week 1	Week 2	30 Days	60 Days	90 Days	6 Months	One Year	Ongoing
Develop/Review JDs	Submit candidate to HR	**Day 1:** Taleo Onboarding eSign Forms	Learning Center Onboarding and other required training due 14 days from hire	Benefits Enrollment due 31 days from hire	Other Required Training due 60 days from hire	Other Required Training due 90 days from hire	Continue regular check-in meetings to review progress, address training needs, and discuss goals/projects	PTO accrual increases	Complete Rounding three times a year
Job requisition posted	Ensure all requirements are met for position	**Day 1 & 2:** Behavioral Health staff complete Supplemental Onboarding training in Learning Center	Benefits Enrollment (beginning Tuesday, due 31 days from hire)	Other Required Training due 30 days from hire	Benefits begin first of the month after 60 days	Employee completes & submits Self-Evaluation, including Stay Interview Questions		Continue regular check-in meetings to review progress, address training needs, and discuss goals/projects	Annually, in April, Children's Services staff/managers complete an Annual Performance Evaluation
Advertising	HR offers position	Direct Deposit Authorization form	Add work phone number to Oracle/Personal Information	Check the job description for other required documents, e.g., immunizations, TB test, health exam, HepB consent or waiver, First Aid & CPR, etc.		Manager completes Evaluation			CS COLAs in fall
Interviewing	Supervisor completes "Before Your New Hire Arrives" Checklist (submit tickets, assign buddy, schedule Orientation & NextGen)	Program/Site Orientation	Verify/Edit home mailing address in Oracle			Manager & Employee meet to discuss			Annually, in May, all other staff/managers (PMS Workforce) complete an Annual Performance Evaluation
Selection		**Day 3:** PMS-Wide Orientation	Clinical staff complete Initial Competency Assessment form, due 14 days from hire	Set up regular check-in meetings to review progress, address training needs, and discuss goals/projects		Manager submits completed Evaluation			PMS Workforce salary increase, if approved, in July
	Prepare a training schedule for the first 1-3 weeks	**Day 4:** all providers attend NextGen, if scheduled				Employee moved to regular status			
		Day 5: Medical Providers and Ind. BH Providers attend NextGen, if scheduled							