



Employee Onboarding Checklist

Within **7 business days**, this checklist should be signed by the new employee and their leadership. One copy should be retained in the new employee's personnel folder; while the original or scanned copy be returned to Human Resources by hand- or emailed to Jenna.Perminas@cityofclarksville.com

Name: _____

Hire Date: _____

EID #: _____

Department: _____



Welcome to the City of Clarksville! This document serves as a list of tasks for you to complete with corresponding sections. While many of the items listed below are transactional, most items involve having important discussions with your supervisor in order to equip you with the foundational knowledge of your Department and the City. Keep in mind that the onboarding process is a continuous process during your probationary period.

Initiator Initials

PHASE I: Human Resources Onboarding		
<input type="checkbox"/>	Orientation; City Code, Policies & Procedures, Employee Handbook (Sexual Harassment, Equal Opportunity, Diversity, Disciplinary actions, Leave policies, etc)	
<input type="checkbox"/>	Job Description; confirmation of understanding	
<input type="checkbox"/>	Prepare City Identification Card	
<input type="checkbox"/>	Complete Personnel Data Form	
<input type="checkbox"/>	Complete I-9 (if not already with your department)	

SECTION 1: Benefits		
<input type="checkbox"/>	Medical and Dental benefits overview; packet included	
<input type="checkbox"/>	Complete application forms and designation of beneficiary.	
<input type="checkbox"/>	Employee Assistance Plan (EAP 1-800-822-4847 or www.lifeserviceseap.com)	

SECTION 2: Payroll		
<input type="checkbox"/>	Complete W4	
<input type="checkbox"/>	Complete Direct Deposit, Deduction Authorization, and other wage forms	

SECTION 3: Risk Management		
<input type="checkbox"/>	Safety and Health overview: Drug and Alcohol, Workplace Violence, Hazard Communication, GHS, personal safety equipment, etc.	
<input type="checkbox"/>	On the Job Injury (OJI) overview: importance of reporting injuries and/or accidents to a supervisor immediately	



Initiator Initials

PHASE II: Department Onboarding		
<input type="checkbox"/>	Complete I-9 (Must be completed and returned to HR <i>within 3 days of hire</i>) <u>Section 1: Employee</u> <u>Section 2 and Certification: Supervisor</u>	
<input type="checkbox"/>	Review department's mission, strategy, values, functions, policies and procedures	
<input type="checkbox"/>	Give a department tour; introduce to Supervisor and co-workers	
<input type="checkbox"/>	Review Departmental structure (Department Head, Crew Chiefs, Supervisors, etc.)	

SECTION I: Supervisor Orientation		
<input type="checkbox"/>	Review job responsibilities, competencies, and expectations	
<input type="checkbox"/>	Review performance feedback and appraisal process; discuss probationary period	
<input type="checkbox"/>	Review work schedule, pay schedule, procedures for scheduled time off and unexpected absences; discuss timesheet and overtime requirements (if applicable)	
<input type="checkbox"/>	Assign Work Buddy for new employee's first 60 days on the job	
<input type="checkbox"/>	Consider software needs of the job; coordinate with IT for network credentials	
<input type="checkbox"/>	Create a 30-60-90 day plan; what are the goals or expectations at each checkpoint?	

SECTION II: Department Safety Orientation (if applicable)		
<input type="checkbox"/>	Review Department Safety Plan: Locations of fire exits, fire extinguishers, first aid kits, SDS, flammable storage area, hazardous chemical storage area, and emergency eye wash and shower stations	
<input type="checkbox"/>	Review importance of reporting all accidents; discuss Employee Safety Manual	
<input type="checkbox"/>	Review potential hazards the employee may face in their new position	
<input type="checkbox"/>	Introduce Safety and Accident Advisory Committee; introduce to representative	
<input type="checkbox"/>	Discuss safe working procedures within new employee's work section. Emphasize proper lifting techniques, good housekeeping, and why horseplay in the work area will not be tolerated.	
<input type="checkbox"/>	If employee's job requires a Driver's license or a CDL, the employee must have and maintain a valid license with no limitations or restrictions that would inhibit the lawful operation of a City vehicle. If there is a change in the validity or restrictions of the employee's license, that change must be reported to the Department Head immediately.	
<input type="checkbox"/>	Emphasize Safety and the importance of respecting your co-workers.	



USEFUL WEBSITES	
City of Clarksville Website	http://www.cityofclarksville.com/
City of Clarksville Codes	https://www.municode.com/library/#!/tn/clarksville/codes/code_of_ordinances
City of Clarksville Policies and Procedures	http://www.cityofclarksville.com/index.aspx?page=86
Employee Self Service	https://clarksville.munisselfservice.com/default.aspx
Human Resource Forms	http://www.cityofclarksville.com/index.aspx?page=85
Intranet	http://citysource/

Signatures

New Employee: _____ Date: _____
Human Resources/Payroll: _____ Date: _____
Benefits: _____ Date: _____
Risk Management: _____ Date: _____
Supervisor: _____ Date: _____
Department Head: _____ Date: _____

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