



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

Yolo County Onboarding Plan

Employee Name

Date:

Month One

Who: Supervisor & Employee

When: By the end of month 1

- What:**
- Review Key Concepts and Information
Review to Ensure Employee Knows:
 - What is the structure of the department?
 - How do I fit into this department?
 - How will I be trained?
 - What are the standards of performance?
 - How will I be evaluated?
 - How will I be compensated for overtime?
 - What are my supervisor's expectations?
 - When might advancement or developmental opportunities be discussed?
 - Confirm employee is receiving and reading Agency Communications (newsletter and weekly updates)
 - Invite employee to subscribe to other County news sources via the internet
 - Ensure E-Schedule Training has Occurred
 - Establish Buddy or Peer Trainer Assignment
 - Establish Shadowing Schedule for Job Training

A Yolo County sponsored, employee based initiative.



11/14/16



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- If Applicable, Identify Partner Programs for Detailed Review, Cross-training, and Collaboration
Suggestion: have employee chose from relevant programs and connect with supervisor or thought-leader to shadow and get hands on training to reinforce connect to own program.
- Schedule Month 3, 6, 9, and 1 Year Performance Evaluations (15-30 days prior to due date)
- Discuss How to Write/Develop Performance Evaluation Goals
- Review Status of Mandatory Trainings and Develop Training Schedule for Next 3 Months
- Inquire About Any Questions or Needs Employee may Have
- Program Specific Requirements (TBD by Supervisor/Department)
List as applicable or attach additional sheets

