



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

Yolo County Onboarding Plan

Employee Name

Date:

Pre-Arrival

Who:	Supervisor
When:	Two weeks before start date
What:	<input type="checkbox"/> Onboarding Letter (<i>Initiated by Human Resources</i>) <ul style="list-style-type: none"> • Notifies Employee of Day 1 Requirements, NEO Checklist, and pre-employment screening appointments • Prompts Supervisors to begin the Pre-Arrival Process and to arrange an employee start date <input type="checkbox"/> Pre-Arrival Process <ul style="list-style-type: none"> • Workspace Assignment/Set-up • Starter Supplies • Network Account & Email • PC Set-up • Distribution List Addition • E-Directory Addition • Desk Phone • Cell or Tablet • Key Card • Hard Keys • Organizational Chart Addition • Basic Meeting Invitations • Announce New Hire • Develop Initial Training Plan

A Yolo County sponsored, employee based initiative.

