



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

Yolo County Onboarding Plan

Employee Name

Date:

Week One & Two

Who: Supervisor, Administrative Support Team & Employee

When: Week one & Two

- What:**
- Meet Employee in Standard Designated Place/Time
 - Show Employee Assigned Workspace
 - Provide Key Staff Introductions
 - Provide Detailed Building Tour
 - Review Work Schedule
 - Set-up Recurring Touch Base Meetings
 - Request Specific Folder Access
 - Request Program Specific Software Logins
 - Review NEO Checklist
- Program Orientation and Overview*
- Review Organizational Chart and Reporting Structure
 - Explain Unit Function and Clients
 - Review Employee Resources and Explain Program or Department Specific Operational Processes
- Ensure Employee Knows Where to Find*
- The Restrooms
 - The Lunch Areas/Employee Lounge

A Yolo County sponsored, employee based initiative.





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- Key Workstations (Own, Supervisor, etc.)
- Reference Materials
- Supplies
- Equipment
- Files or Records
- Employee Parking
- Outgoing and Incoming Mail / Courier

Ensure Employee Knows How to Operate

- Desk Telephone
- Photocopier/Printers
- Fax Machine

Ensure Employee Knows the Policies, Procedures, and Preferences Regarding:

- Dress Code
- The Coffee Pot / Water Club / Snacks Shack or Similar
- Eating at Desk
- Local Restaurants and Common Vendors
- Birthdays / Celebrations
- Lunch Room Clean-up

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11/14/16



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- Smoking
- Review Sick Time / Call-in Procedure
- Vacation
- Lunch and Break Times
- Expense Reports / Claims
- Travel

Ensure Employee Knows:

- Who Can Help with Questions or Concerns
- Their Manager and Leadership Member Names
- Any Key Staff Members
- Where to Find Contact Information
- When They will be Evaluated
- How to Give Feedback
- How to Navigate to Employee Resources on Inside Yolo
- County Vehicle Use Procedure and Fuel PIN
- Program Specific Requirements (TBD by Supervisor/Department)
List as applicable or attach additional sheets

