**US-Based Onboarding Checklist for New Hires**

**Before start date:**

[ ]  Complete New Hire paperwork at least 5 days prior to your start date and no later than your first day (whichever comes first) to ensure there are no delays in accessing critical systems and benefits.

[ ]  Visit <http://careacademy.org/care-usa-orientation/> to begin orienting yourself to the organization

* Complete New Hire Orientation Part I online.

Plan to meet with an HR Service Center representative on your first day, as well, to answer additional questions. *Please bring your I-9 and original identification document.*

If you have any critical issues or questions before your first day, contact the HR Service Center at hrservicecenter@care.org.

**First Day:**

[ ]  Attend your scheduled meeting with an HR Service Center representative, bringing your 1-9, original identification, and any questions.

[ ]  Ensure you receive a tour of your worksite (if not working remotely), including printer access, wi-fi, and tips on using your phone.

[ ]  Meet your team.

[ ]  Review your job description with your manager and discuss expectations for the next 30 days.

[ ]  Review [The Village](https://thevillage.care.org/Pages/Home.aspx) – CARE’s intranet.

[ ]  Review the 5 Bold Moves found on The Village [Strategy page](https://thevillage.care.org/strategy/SitePages/Home.aspx), and discuss where your work links into the broader organizational strategy.

[ ]  Complete the Online Orientation Part I, if not yet completed.

[ ]  Register for CARE Academy: <http://careacademy.org/> if you have not yet received a log-in email. Click “New? Register here” in the top right corner.

[ ]  Sign up on CARE Academy for Orientation Part 2: The Organization. This occurs every 2nd Tuesday of the Month.

**First Week:**

[ ]  Review unit financial information and receive proper budget codes.

[ ]  Go over PARS time entry, and time sheets if applicable.

[ ]  Set reminders to complete your required courses within your first 30 days on CARE Academy.

* Addressing Poverty & Social Injustice
* Gender Equity & Diversity Online
* Safety & Security
* Workplace Harassment

[ ]  Review the [“How-To” link](https://thevillage.care.org/it/HowTos/Forms/AllItems.aspx) on the IT Village page.

[ ]  Learn how your team communicates: Email, Microsoft Teams, Slack, Skype, etc.

[ ]  If you will be traveling, ensure you create an [AdTrav](https://rezdesk.adtrav.com/Account/LogOn?ReturnUrl=%2feurl.axd%2fd1f35f535114f94185090572006fcd1c%2f) profile and meet with Ellen Moens, Director of Travel and Administrative Service, in-person or virtually to answer any travel questions.

[ ]  Sign up for Procurement training if applicable. Sessions can be found on the [CARE Academy](http://careacademy.org/) calendar.

**First 30 days:**

[ ]  Ensure you have attended Orientation Part 2: The Organization and completed all online required courses.

[ ]  Set performance objectives for remainder of the fiscal year with your manager

[ ]  Discuss any additional training needed to get you up to speed in your position

[ ]  Discuss scheduling regular check-in meetings with your manager to ensure timely feedback