**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](mailto: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