**US-Based Onboarding Checklist for Managers**

*Contact department Onboarding Champion if you are unable to complete any of the following. Not sure who your Onboarding Champion is? Contact* [*hrservicecenter@care.org*](mailto:hrservicecenter@care.org)*.*

**Before employee’s start date:**

Ensure there is designated office space and supplies. Email [buildingservices@care.org](mailto:buildingservices@care.org) with questions about Atlanta-based workspace. For other locations, contact your office manager and/or Onboarding Champion.

Ensure building access and any security badges needed. Email [bldgsecurity@care.org](mailto:bldgsecurity@care.org) to request building access for Atlanta office. For other locations, contact your office manager and/or Onboarding Champion. Email new employee directions and parking info.

Have IT prepare their laptop and network set-up. Complete the user access (network, email lists, etc.) and equipment order forms found on [The Village IT Page](https://thevillage.care.org/it/SitePages/Access%20Forms.aspx). Email [solutioncenter@care.org](mailto:solutioncenter@care.org) with questions.

Create an onboarding meeting schedule to include key team members and other departments as necessary (Finance, Procurement, Travel, etc.)

Email Thalia Boyce ([tboyce@care.org](mailto:tboyce@care.org)) to schedule a 1:1 (in person or via Skype) on the new hire’s first day to review paperwork and answer HR related questions. *During this meeting the new hire will need to bring their completed I-9 and original identification documents.*

Ensure your new hire’s start date is a date that you will be personally available.

**First Day:**

Greet your new hire personally. If you are absolutely unable to be there in person or virtually, be sure to let your Onboarding Champion know.

Have your new hire visit <http://careacademy.org/> and review the “Welcome to CARE USA” page. <http://careacademy.org/new-to-care/>

They will have received an onboarding checklist by email, but they can also find it on this page, as well as information on log-ins, orientation, benefits, etc.

Ensure the employee attends their pre-scheduled meeting with an HR Service Center representative, bringing their 1-9, original identification, and any questions.

Provide a tour of their worksite if not working remotely. Help them with printer access, wi-fi, and show them how to use their Cisco phone.

Introduce them to key staff and follow your pre-planned meeting schedule.

Ensure they have all applicable log-ins. Log-in information that is for all CARE staff can be found on the CARE Academy “Welcome to CARE USA” page. You will need to ensure they have access to any department specific systems.

Review their job description and clearly cover expectations for the next 30 days.

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

Review key information on The Village with them.

Ensure they have completed the Online Orientation Part I, and have them sign up on CARE Academy for Orientation Part 2: The Organization. This occurs every 2nd Tuesday of the Month. If they do not have a CARE Academy log-in yet, they can complete the registration form linked in the top left corner of the homepage.

\*\*\*If the employee is in need of Orientation Part 2 sooner than the in-person session is available, please contact [hrservicecenter@care.org](mailto:hrservicecenter@care.org) to schedule an abbreviated one-on-one session.\*\*\*

**First Week:**

Announce new employee on Workplace in [Staff Transitions](https://care.facebook.com/groups/stafftransitions/) group

Review unit financial information and give new employee proper budget codes

Go over PARS time entry, PTO Tracking, and time sheets if applicable

Remind them to complete their required courses within their first 30 days

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

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

Discuss how your team communicates. Email, Microsoft Teams, Slack, Skype, etc.

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

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

**First 30 days:**

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

Go over the [CARE Performance Cycle](https://thevillage.care.org/hr/SitePages/Talent%20Management.aspx), Set performance objectives for remainder of the fiscal year

Discuss any additional training needed to get them up to speed in their position

Set up regular meetings to provide on-going feedback and coaching throughout the year