



New Employee Check List



Onboarding Phase:

Offer Acceptance

- Accept hiring offer in GovernmentJobs
- Complete HR Onboarding Tour 1 and Tour 2
- Gather I-9 documentation, bring to New Employee Orientation
- If located more than 50 miles from Salt Lake City, discuss travel arrangements with your new supervisor

New Employee Welcome and Safety Training - First three days

- Attend New Employee Orientation and Safety Training - 8:00 a.m. Monday
- Bring required I-9 documents
- Safety training on Tuesday and Wednesday
- Submit for Drug Testing, if required
- Complete CliftonStrength assessment, read Insight Strengths Report
- Confirm your employee ID number and state email address
- Contact supervisor for instructions on reporting to your workstation

First day at worksite

- Report to supervisor at work location, or elsewhere as directed by supervisor
- Set-up workspace, storage area
- Items to discuss with supervisor: work schedule, duties and responsibilities, work expectations, policies and procedures, required training, PPE and attire
- Ask supervisor for understanding of: individual and team purpose and goals, organizations structure, division/region/group goals
- Confirm work schedule, daily expectations

Probation Period Phase:

First 30 days

- Work with supervisor to create Probation Period Performance Plan in UPM
- Review Learning Plan in UDOT Learning Portal, program specific courses
- Complete required trainings: Security Awareness, Ethics and Workplace Conduct, Defensive Driver Safety, Stormwater,
- Select URS retirement plan
- Select PEHP health plan (dental, vision)
- Discuss top five Strengths, develop goals with supervisor

First 60 days



Probation Period Phase: *(continued)*



Exceed Expectations

- Meet with supervisor, review Employee Performance Plan, goals, progress

First 90 days

- Meet with supervisor, review Employee Performance Plan, goals, progress

Half year review

- Meet with supervisor, review Employee Performance Plan, goals, progress



Grow with Opportunities

1 Year /End of Probation period

- Meet with supervisor, review Employee Performance Plan, goals, progress



Explore Career Options